



Bilingual Japanese-English Editor (Full-time or Part-time, Remote/Hybrid)

Join us in our mission to bring the wider world into U.S. classrooms through quality educational materials!

Leading U.S. publisher of educational materials in the areas of Asian languages and cultural studies for the K-12 and higher education markets seeks experienced bilingual Japanese-English editor.

In this position, you will help create and edit content for a variety of print and digital Japanese language learning materials. In addition to strong Japanese writing and editing skills, a compelling candidate will have extensive experience working with young people in both Japan and the United States. Must have native fluency in Japanese, and a familiarity with current Japanese language usage and contemporary Japanese culture.

Duties and Responsibilities:

- Edit bilingual content created by authors, teachers, and other writers to improve quality and accuracy in contemporary usage and content, while ensuring that project specifications are met
- Write reading/listening passages, stories, lesson plans, exercises, rubrics, cultural notes, and other instructional content
- Plan and develop content for books, lesson plans, chapters, features, and stories
- Collaborate with others to define processes, and create and update documentation accordingly
- Create assigned content for an online learning platform

Required Skills, Knowledge, and Experience:

- BA/BS degree, preferably in Japanese literature, linguistics, or the teaching of Japanese as a foreign language
 - Native proficiency (written and verbal) in Japanese, in addition to strong English language skills
 - Knowledge of current Japanese culture, especially youth culture
 - Strategic and efficient in planning and executing work to ensure consistent on-time delivery of assignments
 - Well-developed communication skills for effective remote work. Must work well independently and as part of a team.
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- Excellent writing, grammar, spelling, and proofreading skills, as well as accuracy and attention to detail. Must have editorial experience in copyediting, proofreading, and adhering to a style guide.
- Strong Google Suite, MS Word, MS Excel, and Adobe Acrobat skills, with Photoshop experience a plus

Preferred Skills, Knowledge, and Experience:

- Experience in world languages curriculum materials development, coupled with an understanding of the interests of both American and Japanese middle school and high school students
- Knowledge of U.S. educational standards (ACTFL), trends in world language instruction (proficiency-based assessment, TPRS, etc.), and experience teaching Japanese in the U.S. classroom, especially at the middle and high school levels
- Familiarity with online learning platforms and educational technology generally

Salary and title commensurate with experience. We are an Equal Opportunity Employer. We offer 401K plan, health, dental, life, and disability insurance. Remote/hybrid work options available.

To apply and required, please email resume with cover letter in both English and Japanese, along with personally created language learning exercises or other writing samples to careers@cheng-tsui.com, noting "**Bilingual Japanese-English Editor**" in the subject line. No telephone calls accepted.