

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

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 Japanese language teaching experience in the U.S. at the middle/high school level. 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 teaching Japanese in the U.S. classroom, especially at the middle and high school levels
- 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) and trends in world language instruction (proficiency-based assessment, TPRS, etc.)
- Familiarity with online learning platforms and educational technology generally

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

To apply, 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.