

Bilingual Japanese-English Editor (Full-time or half-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, Japanese language teaching and curriculum planning experience in the U.S. at the middle school, high school, or college level is required. Must have native fluency in Japanese, and a familiarity with current Japanese language usage and contemporary Japanese culture.

All applicants must submit a sample of personally created language learning materials (dialogues, presentation slides, practice activities, etc.).

Duties and Responsibilities:

- Plan and develop content for books, lesson plans, chapters, features, and stories
- Write engaging stories, reading/listening passages, lesson plans, exercises, rubrics, cultural notes, and other instructional content
- 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
- Collaborate with others to define processes, and create and update documentation accordingly
- Create assigned content for an online learning platform
- Help with other tasks, as requested by manager

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
- Experience teaching Japanese in a U.S. classroom, especially at the middle and high school levels
- Excellent writing, grammar, spelling, and proofreading skills, as well as accuracy and attention to detail.
- 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.
- Strong Google Suite, MS Word, MS Excel, and Adobe Acrobat skills, with Photoshop experience a plus

Preferred Skills, Knowledge, and Experience:

- Experience planning and writing Japanese language education materials for a U.S. high school audience for a publishing house
- Experience in world languages curriculum 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.)
- Editorial experience in copyediting, proofreading, and adhering to a style guide.
- 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. U.S. residency and work authorization are required.

To apply, please email resume with cover letter in both English and Japanese, along with personally created language learning exercises or other writing samples (these are required) to **careers@cheng-tsui.com**, noting "Bilingual Japanese-English Editor" in the subject line. Incomplete applications will not be considered. No queries or telephone calls accepted.