

Bilingual Japanese-English Instructional Content Writer (Part-time, Freelance, 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 language instructional content creator for part-time (20+ hours per week) contract engagement.

In this position, you will help write and revise, primarily in Japanese, engaging content for a variety of print and digital Japanese language learning materials. In addition to strong Japanese writing and editing skills, Japanese language teaching experience in the U.S. at the middle/high school level is required. Must have native fluency in Japanese, and a familiarity with current Japanese language usage and contemporary Japanese youth culture.

Duties and Responsibilities:

- Write and revise engaging level- and age-appropriate chapters, lesson plans, stories, reading/listening passages, exercises, activities, cultural notes, and other instructional content for books and digital products based on specific style guide aimed at secondary school students
- Use secondary school teaching experience to collaborate with others to define writing processes, and help update style guide documentation accordingly
- Help with other writing and content creation 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 in Japanese, in addition to strong English language skills
 - Experience teaching Japanese in the U.S. classroom at the middle and high school levels that informs the development of flexible and differentiated task-based activities
 - Excellent creative story and activities writing, grammar, and spelling skills, as well as accuracy and attention to detail. Must adhere to a style guide.
 - Knowledge of current Japanese culture, especially youth culture
 - Strategic and efficient in executing on-time delivery of assignments
 - Well-developed communication skills for effective remote work
 - Strong Google Suite, MS Word, MS Excel, and Adobe Acrobat skills
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Preferred Skills, Knowledge, and Experience:

- Experience in world languages instructional writing, 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 and pedagogy (proficiency-based assessment, TPRS, etc.)
- Familiarity with online learning platforms and educational technology generally
- Availability for meetings with colleagues during Boston (Eastern Standard Time) work hours

Hourly pay commensurate with experience. We are an Equal Opportunity Employer. Remote/hybrid work options available.

To apply, please email resume with cover letter in both English and Japanese, along with samples of original instructional content to careers@cheng-tsui.com, noting **"Bilingual Japanese-English Instructional Content Writer"** in the subject line. No telephone calls accepted.