

JOB OPENING

Translator/Interpreter (Japan)

Communication & Publishing Department, Asia North Area



Your Voice,
His Voice

Your Talents,
His Work

Find your fit within
Church Employment

Responsibilities:

- Provide English to Japanese and Japanese to English side by side and simultaneous interpretation for Church leaders in the meetings including devotionals, stake conferences, etc.
- Research, translate, review and edit Japanese for Church magazines, manuals, churchofjesuschrist.org, Family Search, S&I content and video subtitles/scripts and more
- Manage multiple translation projects as a team lead by allocating resources by effectively coordinating contractors and agencies
- Find and train contractors and agencies. Supervise and review their jobs
- Manage Audiovisual productions with the headquarters as a voice talent and a coordinator by coordinating jobs for contractors, agencies and volunteers
- Take ownership of projects to improve the Church publications

Qualifications:

- Hold a current temple recommend
- Majored or skilled in Linguistics related field
- Experience of interpretation including volunteer works
- Excellent fluency of spoken and written English/Japanese and excellent knowledge of vocabulary, grammar, pronunciation and syntax
- Effective research and problem-solving skills
- Good communication and interpersonal skills
- Good computer skills (Microsoft Word, PowerPoint, Excel, etc.)

**Applicants may be accepted even if they do not meet all of the aforementioned qualifications.*

**Translation/interpretation skills required*

Job Information:

- Job type: Full-time
- Location: Hiroo, Tokyo, Japan
- Salary: Based on Church policy
- Deadline: March 2, 2025
- Starting date: May 1, 2025(Negotiable)

Application:

- Please submit your resume and a copy of temple recommend from the QR code or by clicking this [link](#).
- Your personal information will be used for the Church's selection process.
- If you have questions, please contact Teruto Murakami(teruto.murakami@churchofjesuschrist.org)



How to Apply

Before You Apply

1. Prepare your membership record number

- You will be required to enter your membership record number
- You can find it on the church website (Account Settings > Account > Profile)
- It also can be obtained from your ward clerk

2. Prepare copy of your temple recommend and your resume

Steps for Application

1. Access the Church Employment Webpage

- Click [HERE](#) or scan the QR code *1



2. Click “Apply” and enter valid information into required fields

- Please enter your name in English *2
- Upload your resume
- Be sure to upload copy of your temple recommend to “MISCELLANEOUS DOCUMENTS” in the application

3. Complete your application

- Click “Submit” at the bottom of the page
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Notes

*1. You may also go [HERE](#), and enter the Job Posting ID of “**366678**” in the FIND JOBS box and click “ 🔍 ”

FIND JOBS Job title, skill, keyword	NEAR LOCATION ▾ City, state, country	🔍
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*2. The name you put in the top and for the E-Signature must be spelled the same

*3. We will contact the candidates once they have been shortlisted for the interviews

- The resumes will usually be reviewed after the deadline has lapsed
- The Church will reserve the right to interview candidates prior to the deadline

Inquiry

- For inquiries, please contact Teruto Murakami (Human Resources)
- Email: teruto.murakami@churchofjesuschrist.org
- Tel: +81-3-4545-3090