



JAPAN CENTER FOR INTERNATIONAL
EXCHANGE (JCIE/USA)
(米国法人)日本国際交流センター

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Internship Opening (Paid)

Position Title: Intern (Part-Time)
Position Location: New York City (Hybrid—in person and remote) or remote in the Washington, DC area

The Japan Center for International Exchange (JCIE/USA) is looking for an enthusiastic university student or a recent graduate to join our team based in New York as a part-time intern to support our programs and operations.

JCIE/USA is a nonpartisan, US-based 501(c)(3) nonprofit organization with a mission to strengthen US-Japan relations and cooperation in building a safe, free, and sustainable world where all people can thrive. To this end, we organize policy dialogues and exchange programs that strengthen our people-to-people ties and address our shared challenges and goals (<https://www.jcie.org/about-jcie-usa/>). We are headquartered in New York City and our executive director is based in Washington DC. JCIE/USA collaborates closely with our partner organization in Tokyo, JCIE/Japan, a leading Japanese foreign affairs institute and a pioneer of US-Japan legislative exchanges in the 1970s.

Our exchange programs are designed to improve understanding among key members of the US policy community on the importance of US-Japan relations to our national security and prosperity and to strengthen their ties to Japan. Our US Congressional Staff Exchange program, which has been running since 1982, is one leading example. Our policy dialogues focus on addressing how the United States and Japan can collaborate on common challenges. Reflecting our countries' shared interests and values, these programs not only address traditional security and trade issues, but also such critical mutual concerns as global health, democratic resilience, aging society, and gender equity. Our ongoing programs in this category include **Global Health and Human Security**, **Democracy for the Future**, **Healthy and Resilient Aging**, and the **US-Japan Women Leaders Dialogue**.

The internship may begin as early as late-August, and will continue until the end of December 2024, with an option for an extension if desired by the intern and needed by the employer. JCIE/USA's internship is suited for those who are excited to learn more about Japan and US-Japan relations and help promote international cooperation on regional and global issues.

Responsibilities will include, but are not limited to:

- Supporting our programs on key issues affecting the United States and Japan by assisting on logistical tasks and background research as requested.
- Taking notes or transcribing the discussions at program events and meetings with program partners.
- Providing support for daily office operations such as database management, mailings, and IT issues.
- Providing support for JCIE's communications work, including our outreach through social media, website, and newsletters.

Requirements:

- Undergraduate student or recent graduate majoring in a relevant field (e.g., Japan/East Asia Studies, International Relations)
- Interest in international affairs, including developments in Asia, Japan, and US-Japan relations
- Strong written and oral communications skills
- Detail-oriented and organized

- Excellent interpersonal skills and cultural sensitivities, with demonstrated ability to work in a team
- Flexible to multitask and work on new projects as needed
- Experience with Microsoft Office and Google platforms
- Authorization to work in the US (JCIE/USA is unable to provide employer sponsorship for a visa) and a US tax identification number (e.g., SSN).

Preferred Skills and Experience:

- Proficiency in written and oral Japanese
- Experience with IT management
- Experience in taking notes and transcribing meetings
- Experience in supporting program and event logistics
- Experience with mass email marketing systems (e.g., MailChimp)
- Experience using popular social media and website management tools (e.g., Twitter, Facebook, LinkedIn, WordPress)
- Experience with design software such as Adobe Creative Suite or similar (Photoshop, Illustrator, InDesign, Premiere Pro, Acrobat Pro, Canva, etc.)
- Experience with HTML / CSS web development (helpful but not required)

Compensation & Benefits:

- Paid hourly at **\$16.00/hour** (New York minimum wage for NY-based employees) - for approximately 20 hours/week with an option to work more hours if requested, but no more than 34 hours/week. Specific schedule and work hours will be discussed and determined at the start of the internship.
- Our normal working hours are Monday–Friday, 9:00 am–5:00 pm. New York–based employees including interns are expected to work onsite at the office at least two days per week and work remotely on other days.

Start Date: An ideal candidate will start as early as **August 26, 2024**, but no later than September 9, 2024.

How to Apply: To apply, please send your resume and cover letter addressed to Mr. Kevin Bayes at info@jcie.org no later than **July 15, 2024**. Applications will be reviewed on a rolling basis until then. Only applicants who are selected for interviews will be notified.

Your cover letter should explain your interest in JCIE/USA and indicate your available start date and work hours per week. Include your name and the title “Internship” in the subject line. All attachments should be labelled “First Name Last Name_Document Title” (e.g., Taro Yamamoto_Resume).

JCIE/USA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.