

## 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 as a part-time intern to support our programs and operations.

JCIE USA is a nonpartisan, US-based 501(c)(3) nonprofit organization founded in 1975. Our mission is to deepen understanding of Japan within the US policy community and to facilitate US-Japan collaboration in areas of mutual interest and need. To this end, we organize exchange programs and policy dialogues between the two countries. 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. For more information about our programs, please visit <https://jcie.org/jcie-usa/>

The internship may begin as early as August 19, 2025 and continue through December 2025, with an option for an extension if mutually agreed to.

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 **\$16.50/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 19, 2025**, but no later than August 26, 2025.

**How to Apply:** To apply, please send your resume and cover letter addressed to Mr. Kevin Bayes at [info@jcie.org](mailto:info@jcie.org) no later than **Friday, August 1**. 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.