

## Fall Internship Opening (Paid)

**Position Title:** Intern (Part-Time)

**Position Locations:** New York City (Hybrid—in person and remote) or Washington DC (remote)  
\* Candidate must be based in these areas.\*

The Japan Center for International Exchange (JCIE USA) is looking ahead to the fall and seeks an enthusiastic university student or a recent graduate with an interest in Japan and US-Japan relations to join us as a part-time intern beginning in September.

JCIE USA's mission is to deepen understanding of Japan in the United States and to facilitate US-Japan collaboration in areas of mutual interest and need. To advance this mission, we organize policy research initiatives and dialogues that bring together leaders and experts from both countries at the national and subnational levels. Our flagship programs include the [US Congressional Staff Exchange](https://jcie.org/jcie-usa/) program, which features a week-long study tour in Japan for a bipartisan group of US Congressional staff. Our policy research and dialogues address key issues affecting US-Japan relations, shared challenges such as health security and healthy aging, and the role of civil society in fostering a multicultural society in both countries. For more information about our programs, please visit: <https://jcie.org/jcie-usa/>

Our fall intern is expected to provide research and communication support, as well as assist with broader office operations essential to running our programs. The ideal candidate will have a strong interest in learning more about the shared societal challenges facing Japan and the United States and in promoting international cooperation on regional and global issues. The internship may begin as early as September 1, 2026, and continue through December 2026, with an option for an extension if mutually agreed upon.

JCIE USA is a nonpartisan, US-based 501(c)(3) nonprofit organization founded in 1975. 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.

### 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 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., X, Facebook, LinkedIn, WordPress)
- Experience with design software such as Adobe Creative Suite or similar products (Photoshop, Illustrator, InDesign, Premiere Pro, Acrobat Pro, Canva, etc.)
- Experience with HTML / CSS web development (helpful but not required)

#### **Compensation & Benefits:**

- Paid hourly at **\$17.00/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 **September 1, 2026**, but no later than September 7, 2026.

**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 **Tuesday, June 30**. Applications will be reviewed on a rolling basis. 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.