



Sasakawa USA Internships for Research / Communications and Education Fall 2018

Sasakawa Peace Foundation USA is an independent, non-profit, non-partisan, American institution located in Washington, D.C. and dedicated to strengthening U.S.-Japan relations through education, programs, and research. **Research programs** focus on security, economics, business, trade, cybersecurity, and other common challenges between the U.S. and Japan. **Education programs** seek to improve public understanding of the U.S.-Japan relationship in the United States and strengthen people-to-people ties between the two countries through delegations, roundtable discussions and public forums.

Sasakawa USA is hiring paid interns for Fall 2018. Interns will either support our Communications and Education programs or support our Research programs. All Sasakawa USA interns are expected to support the organization as a whole, and assignments may change over time based on organizational needs.

Sasakawa USA Intern(s) will primarily perform the following tasks:

- Assist in event planning and logistics (including RSVP management, invitations, day of logistics, site visits, etc.);
- Attend conferences and think tank events to produce content including notes, photos, and videos;
- Draft content for Sasakawa USA's newsletters, social media posts, and website;
- Assist in updating and managing contact database for Sasakawa USA;
- Assist in monitoring the news including sending daily media roundups on Sasakawa USA, senior leadership, and U.S.-Japan relations;
- Perform limited research on U.S.-Japan issues and background for new programs;
- Other administrative responsibilities as needed.

General Requirements:

- Current students OR recent graduates earning a Bachelor's OR Master's Degree in Japanese Studies, Communications, International Relations, or a related field;
- Demonstrated interest in U.S.-Japan relations;
- Excellent English language writing, editing, and research skills;
- Willingness to be proactive and take initiative;
- Japanese language ability preferred;
- Strong computer skills including working knowledge of MS Office;
- Well-organized with attention to detail and willingness to learn new skillsets;
- Ability to carry out tasks independently while updating progress to a team;
- Authorization to work in the United States.



Additional requirements for **Communications and Education intern:**

- Experience monitoring social media platforms and curating followers for an organization;
- Experience with WordPress or other digital content management systems;
- Experience with Constant Contact or other mass email system;
- Knowledge and experience applying best practices in SEO to grow web traffic.

Time/Compensation:

- About 30-34 hours/week on flexible schedule.
- D.C. minimum wage (\$13.25/hour as of July 1, 2018).

To Apply:

To apply, please send resume, one-page writing sample, and cover letter to Mercedes Trent at mtrent@spfusa.org. Cover letters should detail your interest in Sasakawa USA, how your past experience relates to the above responsibilities, and your dates of availability. Include your name and “Sasakawa USA Intern” in the subject line. The deadline to apply is **August 17, 2018**. **Interviews will be conducted on a rolling-basis.**

Internship positions are open until filled and require time commitments of no more than 34 hours per week on a flexible schedule. Fall internships can start in late-August and last until the end of December, but a successful candidate may be offered the opportunity to extend his or her internship beyond that timeline.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.