



## **Sasakawa USA Internships for Communications and Programs Spring-Summer 2019**

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. Our programs focus on facilitating research on security, economics, business, trade, cybersecurity, and other common challenges. We also 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 delegation programs, roundtable discussions, and public forums in and outside of Washington, D.C.

The Communications and Programs Intern will work for the Communications Manager and the Program team. Communications duties will include supporting the upkeep and growth of Sasakawa USA's websites, social media pages, and newsletters; drafting event recaps, press releases, items on current news events, and other items to feature in digital communications; and assisting with media and event logistics for various public outreach programs. The intern will also be assigned to a select group of programs to support the Program staff in planning and logistics as well as contact database management.

Internship positions are open until filled and require time commitments of no more than 34 hours per week on a flexible schedule. An ideal candidate will work for 34 hours per week. The deadline to apply is **March 11, 2019**.

This internship will start in mid-April and expected to last until the end of August.

### **Requirements:**

- Current students OR recent graduates earning a Bachelor's OR Master's Degree in Japanese Studies, Communications, Journalism, English or a related field (Political Science, International Relations, East Asian Studies, History, etc.)
- Demonstrated interest in U.S.-Japan relations
- Excellent writing, editing, and research skills (English language)
- Strong computer skills including working knowledge of MS Office
- Experience with WordPress or other digital content management systems
- Knowledge of professional decorum in use of social media
- Well organized with attention to detail and willingness to learn new skill sets
- Ability to carry out tasks independently while updating progress to a team
- Authorization to work in the United States
- Must reside in or around the Washington, DC Metro area

### **Preferred Skills:**

- Experience curating and growing social media following
- Experience with Constant Contact or other mass email system



- Knowledge and experience applying best practices in SEO to grow web traffic
- Willingness to be proactive and take initiative
- Event planning experience
- Japanese language ability a major plus

**Responsibilities:**

- Draft content for website to include newsletters, press releases, blog posts, event recaps, and items on current news of interest to Sasakawa USA
- Format and input approved content into WordPress backend for publication to Sasakawa websites
- Monitor social media pages to both grow following and ensure a robust outreach presence
- Update and manage extensive contact database
- Event planning and logistics (RSVP management, media logistics, invitations, site visits, etc.)
- Attend and cover various conferences, producing content including copy, photos, and videos
- Monitor media and press for coverage of Sasakawa USA
- Assist in keeping staff and public up to date on latest news on Sasakawa USA, senior leadership, and U.S.-Japan relations
- Perform research on select U.S.-Japan issues and new programs as needed
- Other administrative responsibilities as needed

**Time/Compensation:**

- Up to 34 hours/week on flexible schedule. An ideal candidate will work for 34 hours/week.
- D.C. minimum wage (\$13.25/hour as of July 1, 2018 to be updated July 1, 2019).

**To Apply:**

To apply, please send resume, one-page writing sample, and cover letter to Ms. Juliane Doscher at [jdoscher@spfusa.org](mailto:jdoscher@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 **March 11, 2019**. Applicants will only receive a response if they are considered for an interview.

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.