



Sasakawa Peace Foundation USA Internship (Winter/Spring)

Sasakawa Peace Foundation USA (SPFUSA) is an independent, non-profit, non-partisan, American institution located in Washington, D.C. and dedicated to deepening understanding of U.S.-Japan relations in the United States through programs and activities that examine the relationship in a regional and global context.

SPFUSA is looking to hire one program intern to assist the Research Fellow from January – May 2020 to perform the following tasks:

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

General requirements:

- Current graduate students OR recent graduates with a Bachelor's or Master's Degree in Japanese Studies, International Relations, Security and Foreign Affairs, or a related field;
- Strong preference given to candidates with a demonstrated background in U.S.-Japan relations, Asia-Pacific security and defense, maritime security, or Pacific Islands;
- Excellent English-language writing, editing, and research skills;
- Japanese language ability preferred;
- Willingness to be proactive and take initiative;
- 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;

Time/Compensation:

- About 20-34 hours/week on flexible schedule;
- D.C. minimum wage (\$14.00/hour as of July 1, 2019).

To Apply: To apply, please send resume, one-page writing sample, and cover letter to **Joy Champaloux** at jchampaloux@spfusa.org. Cover letters should detail your interest in SPFUSA, how your past experience relates to the above responsibilities, and your dates of availability. Include your name and "SPFUSA Intern" in the subject line. The deadline to apply is **December 20, 2019**. **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. Winter/Spring internships start in beginning of January and last until the end of May, 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.