



Summer 2020 Internship

Sasakawa Peace Foundation USA (Sasakawa USA) is a non-partisan 501(c)(3) organization dedicated to deepening the understanding of and strengthening the relationship between the U.S. and Japan, placing emphasis on security and diplomacy mainly within the Asia-Pacific context, through exchanges, dialogue, analysis, and networking.

****Due to the COVID-19 crisis, all SPFUSA staff have been working remotely since March 16, 2020. We are closely monitoring the evolving situation and consider staff's health and safety of the utmost importance. We will be conducting our interviews online; onboarding will mostly likely occur after we return to our physical Washington, DC office. ****

SPFUSA is looking to hire one program intern to assist the Research Fellow from May/June – August 2020. The intern will be expected to perform the following tasks:

- Conduct limited research on key U.S.-Japan issues and prepare background information for new and ongoing programs;
- Monitor U.S.-Japan and Asia/Indo-Pacific related news and assist in drafting content for SPFUSA's social media accounts;
- Attend relevant think tank events and conferences in Washington, D.C. to produce summaries and meeting notes;
- Provide logistical support for SPFUSA events and programs (including drafting invitations, managing registration, helping with room set-up/breakdown, taking notes, etc.);
- Assist in updating SPFUSA contact database and uploading other contact information;
- Other administrative responsibilities as required by the President of SPFUSA.

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;
- Strong computer skills including working knowledge of MS Office;
- Willingness to be proactive and take initiative;
- 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 until June 30, 2020 and increased to \$15.00 on July 1, 2020)
- Commuter benefits for public transportation (metro or bus)
- The summer intern will be expected to work until August. Excellent candidates may be offered the opportunity to extend their internship after that timeframe upon mutual agreement by both parties.

To Apply:

Please send your cover letter, resume, and a one-page writing sample to **Joy Champaloux, Program Officer** <jchampaloux@spfusa.org>. Cover letters should detail your interest in SPFUSA, how your past experience relates to the above responsibilities, your intended start and end dates, as well as your weekly availability. Include your name and "SPFUSA Intern" in the subject line. **Interviews will be conducted on a rolling-basis until the internship is filled.**

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.