



Sasakawa USA Internships for Communications Winter-Spring 2021

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 for the benefit of a free and open international community. Its activities mainly focus on security and diplomacy, through exchanges, dialogue, analysis, publications, and networking.

The Communications Intern will work for and be supervised by the Associate Communications Manager. Communications duties will include supporting the upkeep and growth of Sasakawa USA's websites, social media pages, and newsletters; drafting event recaps, items on current news events, and other items to feature in digital communications; and assisting with media for various public outreach programs.

Internship positions are open until filled and require time commitments of no more than 29 hours per week on a flexible schedule. An ideal candidate will work up to 23 hours per week. **The deadline to apply is November 30, 2020, however the position may be filled prior to that. Therefore, it is highly encouraged to apply sooner rather than later.**

This internship will start in mid-December and is expected to last until the end of May. Please note, all internships are currently remote due to the coronavirus pandemic.

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
- Willingness to be proactive and take initiative



- Japanese language ability a major plus

Responsibilities:

- Draft content for social media, website, and newsletters, to include event recaps, publications, and items on current news of interest to Sasakawa USA
- Format and input approved content into social media and WordPress
- Monitor social media pages to both grow following and ensure a robust outreach presence
- Assist in planning, writing, and editing newsletters
- Assist in updating and managing extensive contact database
- Monitor media and press for coverage of Sasakawa USA
- Perform research on select U.S.-Japan issues as needed
- Other administrative responsibilities as needed

Time/Compensation:

- Up to 29 hours/week on a flexible schedule. The ideal candidate will work for around 23 hours/week.
- D.C. minimum wage (\$15.00/hour).

To Apply:

To apply, please send resume, one-page writing sample, and cover letter to Ms. Izumi Swarts at iswarts@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 of your email. The **deadline to apply is November 30, 2020, however the position may be filled prior to that. Therefore, it is highly encouraged to apply sooner rather than later.**

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.