



## LANGUAGE CENTER INTERN

Japan Society's Language Center seeks a detail-oriented intern to assist the Language Center staff in all aspects of administration of the Language Program, such as maintaining the database, responding to inquiries from prospective students, and assisting with operation of Language Center.

All necessary work can be done remotely, and there may be some opportunity to work in-person if the intern is interested.

### **Responsibilities:**

- Administrative duties for the Language Program
- Maintain database records and student lists
- Answer inquiries regarding classes and events by email
- Assist with scheduling events, courses, private lessons, etc.
- Monitor and correspond with attendees of our events

### **Requirements:**

- Must be able to work independently and take responsibility for tasks. Intern is ideally pro-active in proofing and evaluating our public facing materials and thoroughly completing requested research projects.
- Strong communication, writing and proofreading skills in English
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook; Internet; familiarity with Raiser's Edge database a plus
- Experience with social media (Facebook, Twitter, etc.) a plus
- Superior organizational skills, including ability to accurately keep track of many details at once, and ability to work in fast-paced environment
- Familiarity with and interest in language education and cultural exchange
- Fluency in English, Japanese language skills a plus

### **Internship Dates and Time Commitment:**

- Ideally attends 1 or 2 half-days for training in August 2022
- Begins on a regular schedule by late August, or possibly early September. Continuing through mid/late late January or early February preferred.
- Two days a week for 7 hours each day, remote work

### **Learning Opportunities:**

Interns can gain a better understanding of how the largest Japanese language school in the US is run. They will also learn how to create flyers, research potential new programs, and create

content for publications and social media. Interns have an opportunity to lead on Language Center related projects of interest to them (past examples include creating and/or presenting about unique cultural topics during language exchange events, taking the initiative to develop more efficient organizational systems, etc.) In addition, they have opportunities to take classes in the Language Center.

**To Apply:** Email resume and cover letter to [awilson@japansociety.org](mailto:awilson@japansociety.org). Please indicate name of internship in email subject line.

*While internships are unpaid, Japan Society values its interns and provides the following benefits:*

- *Free or reduced-priced admission to Japan Society programs;*
- *Free admission for intern and guest to New York City museums;*
- *In-service training program for interns.*

***Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.***

Founded in 1907, **Japan Society** in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan and East Asia. *For more information, visit our website <http://www.japansociety.org>.*

## **LANGUAGE CENTER INTERN OR VOLUNTEER (JAPANESE NATIVE)**

Japan Society's Language Center seeks detail-oriented intern to assist the Language Center Associate, Director, and staff in all aspects of administration of the Language Program, with particular emphasis on Japanese language materials and projects. Tasks may include maintaining the database, responding to inquiries from prospective students, and assisting with operation of Language Center. All the work will be remote through the Summer of 2021.

### **Responsibilities:**

- Administrative duties for the Language Program
- Maintain database records and student lists
- Answer inquiries regarding classes and events by email
- Assist with scheduling events, courses, private lessons, etc.
- Monitor and correspond with attendees of our events
- Occasional translation of course materials, program information, and social media content

### **Requirements:**

- Must be able to work independently and take responsibility for tasks. Intern is ideally pro-active in proofing and evaluating our public facing materials and thoroughly completing requested research projects.
- Strong communication, writing and proofreading skills in the Japanese language
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook; Internet; familiarity with Raiser's Edge database a plus
- Experience with social media (Facebook, Twitter, etc.) a plus
- Superior organizational skills, including ability to accurately keep track of many details at once, and ability to work in fast-paced environment
- Familiarity with and interest in language education and cultural exchange
- **Fluency in Japanese language**, some English skills

### **Internship Dates and Time Commitment:**

- Ideally attends 1 or 2 half-days for training in late May 2021
- Officially begins in late May/early June 2021, continuing through mid/late August 2021
- Two days a week for 7 hours each day (Intern) or about 7 hours per week (Volunteer), remote work

### **Learning Opportunities:**

Interns can gain a better understanding of how to run the largest Japanese language school in the US. They will also learn how to create flyers, research potential new programs, and create content for publications and social media. In addition, they have opportunities to take classes in the Language Center.

**To Apply:** Email resume and cover letter to [tkamimura@japansociety.org](mailto:tkamimura@japansociety.org). Please indicate name of internship in email subject line.

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