

Internship Opportunity

The **Japan Information & Culture Center (JICC), Embassy of Japan** seeks unpaid, part to full-time interns (12-35hrs/week) for the Summer term. Internship start/end dates and hours are flexible and can be adjusted to suit the academic schedule of the chosen candidate.

The JICC is a part of the Public Affairs Section of the Embassy of Japan in Washington, DC. Our primary role is to promote a better understanding of Japan and Japanese culture by providing a wide range of information, educational services, and programs to the public. We strive to build bridges between cultures through various activities, such as film screenings, art exhibitions, an online newsletter, and school programs. The JICC is the gateway to connect the American public to Japan and the interns are an integral part of our efforts.

Requirements

Studies:

- ❖ Enrolled in a four-year degree program and have at least two years of undergraduate study completed. Graduate students may also apply.
- ❖ Major in International Studies, Japanese Studies, Asian American Studies, Public Diplomacy, Political Science, or a related field.

Languages/Skills:

- ❖ English: Proficient to fluent in speaking/reading/writing
- ❖ Japanese: Proficient to fluent in speaking/reading/writing
- ❖ Excellent writing, public speaking, and organizational skills
- ❖ Superior interpersonal communication skills

Availability:

- ❖ Interns are required to work at least 12 hours per week. Generally these hours are between 9am-5pm Monday through Friday. On occasion, interns are asked to work evening/weekend events.
- ❖ Interns must be available to begin and end the internship within two weeks of the specified Internship Term. See below for specific Internship Term information.

Other:

- ❖ Candidates must either (a) receive credit for the internship, or (b) have the internship noted on their academic transcript.
- ❖ Candidates selected for an interview must have an in-person interview at the JICC in Washington, DC during business hours. No exceptions.
- ❖ This position is open to Japanese and American citizens.
- ❖ Japanese citizens must have a visa to study in the U.S.

Intern Job Description

Interns at the JICC contribute to and participate in valuable cultural and international relations programs and events by assisting diplomats and public relations professionals. Specific duties include:

- ❖ Participating in JICC's School Program, a cultural presentation about Japan for local children and students
- ❖ Conducting research and drafting letters to respond to inquiries from the public
- ❖ Creating resource materials to educate the public on Japanese culture
- ❖ Preparing for and assisting with events
- ❖ Assisting Japanese diplomats and JICC staff

Application Process (Application language is English)

1. Applications are only accepted during the specified dates below:

Internship Term	Application Period
Summer 2012 (early June ~ late August)	February 13, 2012 ~ March 30, 2012

2. Email your *resume* and *cover letter* as PDF files to Ms. Shanti Shoji at shanti.shoji@ws.mofa.go.jp
3. Candidates chosen to be interviewed must submit all of the following documents at their interview:
- ❖ Document(s) certifying that the intern candidate will either (a) receive credit, or (b) have the internship noted on their academic transcript
 - ❖ Copy of Student ID (2 copies)
 - ❖ Copy of Passport (2 copies)
 - ❖ Copy of U.S. Student Visa (Japanese students only; 2 copies)
 - ❖ Copy of Driver's License (2 copies)
 - ❖ College Transcript - unofficial transcripts are acceptable
 - ❖ Recommendation Letter from the Dean, Department Head or Student Advisor

If you have any questions, please contact the Intern Coordinator, Shanti Shoji, at shanti.shoji@ws.mofa.go.jp.

Japan Information & Culture Center, Embassy of Japan
1150 18th Street NW * Suite 100 * Washington, DC * 20036
Phone: 202.238.6900 * Fax: 202.822.6524
www.us.emb-japan.go.jp/jicc