



Internship Opportunity

The Japan Information and Culture Center (JICC), Embassy of Japan is the cultural and public affairs section of the Embassy of Japan in Washington D.C. Our primary role is to promote better understanding of Japan and Japanese culture by providing a wide range of information, educational services and programs to the public. The area we serve includes Washington D.C., Maryland and Virginia. Other Japanese Consulates provide services in areas outside of our jurisdiction.

*****To learn more about JICC go to: <http://www.us.emb-japan.go.jp/jicc/> *****

JICC is seeking unpaid, part- to full-time interns (12-35hrs/week) for the fall, winter and summer terms. Internship hours can be customized with the academic schedule of the chosen candidate. Application materials are accepted on a rolling basis; however, the following deadlines do apply:

Summer - May 16th

Fall - May 16th (early submission), September 1st (regular submission)

Winter - December 1st

Qualifications/ 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, computer and organizational skills

Availability: -Interns are required to work at least 12hrs per week. Generally these hours are done between 9am-5pm Monday through Friday. On occasion, interns are asked to work evening/weekend events.

Other: -This position is open to Japanese and American Citizens

-Candidates must be available to interview in Washington, DC during business hours

-Candidates must be eligible to receive credit for the internship

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:

- Conducting research and compiling data to maintain and expand JICC's database
- Participating in JICC's School Program, a cultural presentation about Japan for local schoolchildren and students
- Preparing for and assisting with events
- Assisting with miscellaneous tasks as needed

Application Process:

Application language is English. All documents listed below are required. Please ensure that you are able to provide each of these documents.

1. Submit your resume and cover letter to jicchr@embjapan.org or by mail to:

**Japan Information and Culture Center
Embassy of Japan
Intern Application
1155 21st Street NW (M200)
Washington, DC 20036**

2. Candidates chosen to be interviewed will be contacted within one week of the deadline and will be asked to submit the following documents in a timely manner:

- Document(s) certifying that the intern candidate will receive credit
- Copy of Student ID
- Copy of Passport
- Photocopy of U.S. Student Visa (Japanese students only)
- College Transcript - unofficial transcripts are acceptable
- Recommendation Letter from the Dean, Department Head or Student Advisor

If you have any questions, please email jicchr@embjapan.org.