



EMBASSY OF JAPAN, WASHINGTON DC  
**JAPAN**  
INFORMATION & CULTURE CENTER

## Education & Culture Internship Opportunity

The **Japan Information & Culture Center (JICC), Embassy of Japan** is seeking one unpaid, part to full-time intern (12-35 hours/week) for Summer 2020. Internship start/end dates are customized with the academic schedule of the chosen candidate.

The JICC is 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 and events to the American public, particularly in the DC Metropolitan area. We strive to build bridges between US and Japanese culture through activities such as film screenings, art exhibitions, lectures, workshops, digital content, and education programs. The JICC is a gateway for connecting the American public to Japan, and interns have many opportunities to participate in these 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.
- Enrolled in a U.S. accredited university throughout the duration of the internship.
- Studies focused on International Relations, International Education, Japanese Studies, Asian American Studies, Public Diplomacy, Political Science, or related field.

#### *Languages/Skills:*

- English: Proficient to fluent in speaking, reading, and writing.
- Japanese: Proficient to fluent in speaking, reading, and writing.
- Excellent writing, public speaking, and organizational skills.
- Superior interpersonal communication skills.
- Ability to take initiative and work successfully both independently and in teams.

#### *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 help during evening or weekend events.
- Interns must be available to begin and end internship within a week or two of the specified Internship Term. See below for specific Term information.

#### *Other:*

- Candidates must either (a) be eligible to 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 and/or the Embassy of Japan in Washington DC during business hours.

- This position is open to Japanese and American citizens. The JICC, Embassy of Japan **cannot** sponsor visas for Japanese citizens.

## Intern Job Description

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

- Participating in the JICC’s Educational Program, a cultural presentation about Japan for local students and adults;
- Conducting research and drafting letters in response to inquiries from the public;
- Creating resource materials to educate the public on Japanese culture and further organization goals;
- Preparing for and assisting with events including registration and survey analysis;
- Creation of flyers and promotional materials through image editing and graphic design; and
- Assisting Japanese diplomats and JICC staff with public outreach including social media.

## Application Process

The application language is English.

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

Internship Term	Application Period
Summer 2020 (late-May – mid-August)	March 11, 2020 ~ April 10, 2020

2. To apply, email your **resume, cover letter, and copy of U.S. or Japanese passport** as a *PDF file* to Ms. Melinda Marquardt at [melinda.marquardt@ws.mofa.go.jp](mailto:melinda.marquardt@ws.mofa.go.jp). Due to the high volume of applications, participants will not be considered if submission instructions are not properly followed.
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 U.S. Student Visa (Japanese students only; 2 Copies);
  - College Transcript – unofficial transcripts are acceptable.
  - Recommendation letter from Dean, Department Head, or Student Advisor

If you have any questions, please contact Melinda Marquardt, the Intern Coordinator, at [melinda.marquardt@ws.mofa.go.jp](mailto:melinda.marquardt@ws.mofa.go.jp).