



## **BUSINESS & POLICY PROGRAM INTERNSHIP**

The Business & Policy Program hosts unique public and private programs and networking opportunities for the international business and policy community, which promote reciprocal exchange and deep engagement on issues that define U.S.-Japan relations within a global context. The Business & Policy Program seeks an intern to help with various program tasks for Fall 2019.

### **Responsibilities:**

- Assist with program registrations
- Handle and replenish sponsor materials
- Become familiar with corporate member firms and the benefits of corporate membership
- Assist Program staff at public events, including reception and registration, event tasks, setup and breakdown
- Assist with program research and outreach as needed
- Assist to create badges, guest lists, name plates, and other program materials
- Maintain and update corporate membership records in Raiser's Edge as needed
- Help maintain Business & Policy program's social media presence
- Organize files and materials on programs and speakers

### **Requirements:**

- Interest in or knowledge of Japanese language and customs
- Interest in and knowledge of international business and international policy especially with regards to Japan
- Knowledge of Microsoft Office Suite
- Experience with social media (Twitter, LinkedIn, etc.) a plus
- Superior organizational skills, including ability to keep track of many details at once
- Ability to work with a variety of people and different projects
- Superior writing and oral skills
- Flexibility in hours
- Ability to be self-starter

### **Dates of Fall Internship & Time Commitment:**

- Fall 2019 (September to mid-December)
- Two days a week (14 hours a week) and event days (2-3 times a month)

### **Learning Opportunities:**

- Learn firsthand about issues that are of interest and relevance to the U.S.-Japan business and policy communities in New York
- Discover how non-profit organizations interact with corporate sponsors



- Gain experience in the back-office tasks of ongoing program development and execution
- Interact with senior business executives from global corporations and policy leaders
- Conduct research on companies, individuals and industry sectors as needed
- Learn database and social media management

**To Apply:** Email resume and cover letter to **register@japansociety.org**. Please indicate name of internship in email subject line.