EDUCATION & FAMILY PROGRAMS INTERN

The Japan Society Education & Family Programs Department seeks a part-time intern with a background in Education and an interest in East Asian Studies. The ideal candidate will want to develop skills related to student and cultural exchange, family, school, and teen programs, and child development.

Responsibilities:

The intern will assist with various tasks including, but not limited to:

- Posting on social media platforms and distributing promotional materials.
- Conducting and compiling research on a variety of topics.
- Maintaining an internal educational social networking site.
- Preparing materials for family programs, gallery visits, and school workshops.
- Supporting families and teens during weekend programs.
- Helping with set-up for weekend programs and conferences for teachers.
- Assisting with the preparation of an international student exchange program.
- Day-to-day administrative/office support.

Requirements:

- Basic knowledge of and interest in Japanese culture
- Familiarity with or interest in K-12 and art education
- Excellent attention to detail, strong organizational skills
- The ability to work independently
- Fluency in English
- Japanese language ability not necessary, but a strong plus

Internship Dates and Time Commitment:

- A minimum commitment of two days per week is necessary (along with occasional help during weekend programs)

Learning Opportunities:

- Experience best practice program models in an informal education setting
- Learn about child development and pedagogy in practice and gain experience working with early childhood, family and teen audiences
- Gain knowledge in various areas of Japanese history and culture

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