LANGUAGE CENTER INTERN

Japan Society’s Language Center seeks detail-oriented intern to assist the Director and staff in all aspects of administration of the Language Program. Maintain the database, respond to inquiries from prospective students, and assist with operation of Language Center.

Responsibilities:

• Administrative duties for the Language Program
• Maintain database records and student lists
• Answer inquiries regarding classes and events by phone, in person, and email
• Assist with scheduling events, courses, private lessons, etc.
• Monitor and correspond with attendees of our events

Requirements:

• Strong communication, writing and proofreading skills
• Proficiency in Microsoft Word, Excel, PowerPoint and Outlook; Internet; familiarity with Raiser’s Edge database a plus
• Experience with social media (Facebook, Twitter, etc.) a plus
• Superior organizational skills, including ability to keep track of many details at once, and ability to work in fast-paced environment
• Familiarity with and interest in language education and cultural exchange
• Fluency in English, Japanese language skills a plus

Internship Dates and Time Commitment:
• Ideally late May 2020 through late August 2020
• Two days a week for 7 hours each day

Learning Opportunities:
Interns can gain a better understanding of how to run the largest Japanese language institution in the US. They will also learn how to create flyers, research potential new programs, and create content for publications and social media. In addition, they have opportunities to take classes in the Language Center.

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