



## HUMAN RESOURCES INTERN

The Human Resources Department of Japan Society seeks a summer intern to assist with staff and intern recruitment, the summer intern program, database management, employee communications, and related projects. The internship will provide a hands-on experience in human resource management and nonprofit administration at one of New York City's leading cultural organizations.

### **Responsibilities:**

- Place recruitment advertising for staff and intern positions. Screen resumes, and liaison with applicants and hiring managers;
- Help coordinate summer intern program and in-service trainings;
- Maintain and update human resources database, telephone lists, and organizational chart;
- Help coordinate staff professional development sessions;
- Produce employee communications;
- Other projects as assigned.

### **Requirements:**

- College or graduate student majoring in psychology, sociology, social work, business, organizational psychology or related field;
- Interest in human resources management;
- Excellent interpersonal skills;
- Strong computer proficiency in Microsoft Excel, Word, PowerPoint, and Outlook;
- Must be well organized and detail-oriented;
- Interest in arts and culture and/or Japanese culture a plus.

### **Internship Dates and Time Commitment:**

This is a ten-week internship taking place from June 1<sup>st</sup> through August 5<sup>th</sup>, 2021. Seeking intern to work 2-3 days per week between Monday-Thursday. *This internship will take place remotely until further notice.*

### **Learning Opportunities:**

- Obtain basic knowledge of human resources management;



- Acquire talent management skills including writing and placing recruitment advertising, as well as screening and selection of candidates;
- Develop and implement internship programs;
- Increase database management and analysis skills;
- Advance writing and communication skills;
- Learn about Japanese arts and culture.

**To Apply:** Email resume and cover letter to [jobs@japansociety.org](mailto:jobs@japansociety.org). Please indicate **HR Summer Internship** in email subject line.

*Japan Society values its interns and provides the following benefits:*

- *Free or reduced-priced admission to Japan Society programs;*
- *Free admission for intern and guest to New York City museums;*
- *In-service training workshops for interns.*

***Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.***

Founded in 1907, **Japan Society** in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan and East Asia. *For more information, visit our website <http://www.japansociety.org>.*