

## LANGUAGE CENTER INTERN OR VOLUNTEER (JAPANESE NATIVE)

### 語学センター インターンまたはボランティア (日本語を母国語とする)

Japan Society's Language Center seeks detail-oriented intern to assist the Language Center Associate, Director, and staff in all aspects of administration of the Language Program, with particular emphasis on Japanese language materials and projects. Tasks may include maintaining the database, responding to inquiries from prospective students, and assisting with operation of Language Center. All the work will be remote through the Summer of 2021.

#### **Responsibilities: 業務**

- Administrative duties for the Language Program / 語学プログラムの管理
- Maintain database records and student lists / データの記録や生徒のリストの管理
- Answer inquiries regarding classes and events by email / クラスやイベントに関する質問メールへの返信
- Assist with scheduling events, courses, private lessons, etc. / イベントやコース、プライベートレッスンの計画の補助
- Monitor and correspond with attendees of our events / イベント参加者の出席確認
- Occasional translation of course materials, program information, and social media content / コースの資料、プログラムの情報、ソーシャルメディアへの投稿などの翻訳

#### **Requirements: 必要事項**

- Must be able to work independently and take responsibility for tasks. Intern is ideally proactive in proofing and evaluating our public facing materials and thoroughly completing requested research projects. インターンとして自主的に責任を持って仕事に臨むこと。ジャパン・ソサエティ外部が目にするマテリアルの校正、また依頼されたリサーチプロジェクトの完了などをプロアクティブに行うこと。
- Strong communication, writing and proofreading skills in the Japanese language / コミュニケーション力、日本語での校正スキル



- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook; Internet; familiarity with Raiser's Edge database a plus / Microsoft Word, Excel, PowerPoint and Outlook を使えること、データベースに慣れていること
- Experience with social media (Facebook, Twitter, etc.) a plus / ソーシャルメディアの経験
- Superior organizational skills, including ability to accurately keep track of many details at once, and ability to work in fast-paced environment / 多くの事項を一度に進める、速いペースの環境で働くといった調整力
- Familiarity with and interest in language education and cultural exchange / 語学教育や異文化交流への興味、理解
- **Fluency in Japanese language**, some English skills / 日本語が流暢であること、ある程度の英語のスキル

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

- Officially begins in late May/early June 2021, continuing through mid/late August (or September if possible) 2021
- Two days a week for 7 hours each day (Intern) or about 7 hours per week (Volunteer), remote work

#### **Learning Opportunities:**

Interns can gain a better understanding of how to run the largest Japanese language school 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](mailto:tkamimura@japansociety.org). Please indicate name of internship in email subject line.

*While internships are unpaid, 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 program 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>.*