

## INTERNSHIP AT JASSW

The Japan-America Society of the State of Washington is a 501(c) (3) non-profit, membership-based organization. Since 1923, our organization has played a pivotal role in educating Washington State citizens about their ongoing economic and cultural ties with Japan and helping people of both countries to better understand and appreciate one another's values, goals, and culture.

Our internship program offers great experiences and connections in the field of international relations.

### **Possible internship activities:**

Responding to various inquiries and providing information about upcoming programs and activities related to Japan and US-Japan relations

- Help maintain registration database for each program
- Enter registrant's information using database
- Receive visitors and incoming phone calls
- File documents
- Handle other administrative duties as assigned and needed
- Become familiar with all Japan in the Schools presentations and go on school visits

### NOTE:

Interns will assist at any of 3 large fundraising events in April (Annual Meeting), July (Golf Tournament), and December (Holiday Celebration Dinner & Auction) occurring during their internship as well as at other JASSW events. These may include working weekends or after 5pm.

### **Internship Requirements:**

- ◆ Interns must be willing to work a minimum of 20 hours a week (no less than 4 hours per day).
- ◆ Comfortable working as a team member
- ◆ Ability to work in a fast-paced environment
- ◆ Ability to follow directions and clarify procedures, perform tasks with accuracy and follow through on tasks assigned
- ◆ Good verbal and written communication skills in English
- ◆ Good computer skills and familiarity with MS Office
- ◆ Excellent organizational skills
- ◆ Knowledge of Japanese language a plus
- ◆ Possess valid driver's license and good driving record a plus

If you are interested in applying for our non-paid internship, please submit your resume and address questions to [jassw@jassw.org](mailto:jassw@jassw.org).



# INTERNSHIP APPLICATION FORM

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone : (        ) \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Length of Commute (in hours) to JASSW office : \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
 (日本の場合は日本語で)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

College/University in USA: \_\_\_\_\_

College/University in Japan: \_\_\_\_\_

Field of Study: \_\_\_\_\_

School Status (Circle one):                      *Sophomore*                      *Junior*                      *Senior*                      *Graduate*

Driver's License:              *Yes*              *No*                      Will you have access to a car?              *Yes*              *No*

Available timeframe of internship (MM/YY to MM/YY) : \_\_\_\_\_ to \_\_\_\_\_

Approximate Day(s) and Time(s) of Availability. *Japan-America Society operates M-F, 9am to 5pm*

Monday	<i>Morning</i>	<i>Afternoon</i>	} Circle All that Applies
Tuesday	<i>Morning</i>	<i>Afternoon</i>	
Wednesday	<i>Morning</i>	<i>Afternoon</i>	
Thursday	<i>Morning</i>	<i>Afternoon</i>	
Friday	<i>Morning</i>	<i>Afternoon</i>	

***Please attach your English Resume and Cover Letter to this form.***



**Japan-America Society of the State of Washington is a 501( c )(3) non-profit organization devoted to promoting mutual understanding and friendship between the people of Japan and Washington State by providing a forum for the exchange of ideas and information.**

As an intern at the Society, what are your expectations? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What areas of Japan-America Society are your interests? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are always looking for innovative ideas to bring to our membership and the community. What would you like to see or would like to bring to the Society?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach your English Resume and Cover Letter to this form.*