



## **Fall 2023 Internship: Japan-America Society of Alabama**

### About us:

The Japan-America Society of Alabama (JASA) is a private, non-profit 501c(3) organization in our 34th year of encouraging and strengthening the relationship between Japan and Alabama.

Through programs that focus on economic, cultural, and educational interests, JASA members learn and work together to foster a positive environment, cooperation, and strong relationships, both business and personal.

JASA is one of thirty-eight regional members of the National Association of Japan-America Societies. NAJAS maintains links to a variety of Japan-related websites on business, public affairs, culture, and education. This makes an internship with our organization a great stepping stone for positions in Japanese companies all over the United States.

JASA welcomes members from all businesses, organizations, and individuals that have an interest in enhancing the Japan-Alabama relationship or wish to promote a welcoming environment for Japanese businesses in Alabama.

Visit [www.japanalabama.com](http://www.japanalabama.com) for more information.

### Job Responsibilities:

- Post news, events, and cultural information on the JASA website
- Assist with the coordination of monthly Japanese cultural events as well as larger-scale annual events such as the Annual Celebration Dinner & Business Forum on Nov 9-10
- Maintain communications and post updates to all JASA social media networks including Facebook, Instagram and LinkedIn
- Assist with the creation of a monthly newsletter
- Attend board meetings and networking events with members
- Manage our membership list and keep track of invoices and contact information
- Opportunity (not required) to travel to events around Alabama on behalf of JASA

Position requirements:

- Knowledge of Microsoft Office
- Commitment 9 to 12 hours a week of work in-office or in some cases remote from a computer
- Must be an undergraduate or graduate student enrolled in a program at an accredited university or community college
- Knowledge of Japanese language is not required, but a demonstrated interest in Japanese culture is preferred
- Please note this is a non-paid internship

Application Requirements:

Please provide:

- 2 References
- Writing Sample
- CV / Resume
- (Optional) Letter of Recommendation

Contact:

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