

## **Spring 2020 Internship: Japan-America Society of Alabama**

### About us:

The Japan-America Society of Alabama (JASA) is a private, not-for-profit association in its third decade of encouraging and developing friendship and understanding between individuals who embrace the business, culture and education of Japan and the United States.

Through programs responsive to social, economic, and political needs, Alabamians are afforded the opportunity to examine and learn from experiences and achievements of both nations. Join us as we promote and cultivate these enriching international relationships!

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 business organizations and individuals that have an interest in expanding U.S. business ventures in Japan or wish to promote a congenial climate for Japanese business in Alabama.

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

### Job Responsibilities:

- Maintain communications and post updates to all JASA social media networks including Facebook, Twitter, and LinkedIn
- Post news, events, and cultural information to our website
- Assist with the coordination of monthly Japanese cultural events like language and cooking classes as well as larger-scale annual events such as the Cherry Blossom Festival
- Assist with the creation of a monthly newsletter
- Reach out to organizations in the state that have connections to Japan and Japanese culture
- 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
- Knowledge of Japanese language is not required, but a demonstrated interest in Japanese culture is preferred

Application Requirements:

Please provide:

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

Contact:

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Executive Director

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Application Deadline: DECEMBER 15, 2019