

## **Two Internships, Fall 2022- Summer 2023**

Japan-America Society of Oregon, 221 NW 2<sup>nd</sup> Ave, Suite 202, Portland, OR 97209

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The Japan-America Society of Oregon is a Portland-based non-profit with the mission to support business and develop community by strengthening the US-Japan relationship. Driven by volunteers, we deliver a range of programs in business, education and culture, run a membership system and host fundraisers.

We're looking for two interns, young adults with a passion for Japan, who want to learn how non-profit management works. At least one must have a particular interest in communications, have knowledge of the Creative Cloud and storytelling online. Both should expect to learn CRM/database management, programming coordination, volunteer management, and how to work in an office environment and remotely as a productive, valued team member.

We anticipate 12-16 hrs/week during term time, perhaps more over vacation periods. Pay is \$15/hour. Actual programming will require occasional evening work. We have flexibility around a work schedule but will require some regular weekly daytime hours at our office in Old Town, Portland.

We aim to hire for both positions as soon as possible, and the positions run through to the end of summer 2023. All candidates will be considered until both are hired. Final deadline for any application is Friday November 11, 2022. Candidates must have the right to work as an intern in the US within this field. Work visas are not sponsored.

Interested candidates are reviewed on a rolling basis and should submit a resume and cover email that highlights any specific aptitudes for either role as soon as possible to ensure consideration, to [gmorris@jaso.org](mailto:gmorris@jaso.org).

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