



Japan-in-a-Suitcase (JiS) is a free educational outreach program run by the Japan-America Society of Washington DC. It provides both virtual (online) and in-person/on-site visits to schools, after school programs, libraries, and other academic organizations/programs (public or private) to teach students about Japan and give them a better understanding and awareness of Japanese culture.

Potential responsibilities of the Japan-in-a-Suitcase (JiS) Intern:

- Help maintain JiS Databases (Volunteer & Schools)
- Assists in recruiting and training volunteers
- Assists with developing presentation curriculum (PowerPoint, Canva, etc.)
- Organizes and maintains the presentation materials
- Liaison between JiS Volunteers and participating schools
- Sends out evaluation forms to schools and volunteers and reports on results
- Assist scheduling volunteer visits to schools (may be asked to accompany volunteers on schools visits)

The JiS intern works under direct supervision of the Japan-in-a-Suitcase Program Manager.

Minimum internship requirements:

- Be available up to 2 or 3 days per week (flexible times/dates)
- Possible to work fully remote (may be asked on occasion to come into office/attend events, etc.)

How to apply:

Please submit your resume and (optional) cover letter via Email to: ejohnson@jaswdc.org

Application Period:

Now seeking JiS interns for the **Winter 2024/ Spring 2025 term**

Application deadline: Dec 15th, 2024