



Program Intern

Department: Programs

Reports to: Program Manager

Summary: The program intern will be responsible for advancing the mission and vision of the Gardena Valley Japanese Cultural Institute (GVJCI) through helping out the program staff through planning, implantation, and execution of events as well as reaching out to the Japanese speaking community to broaden our community.

Mission Statement

A space to engage, share, and embrace the Nikkei experience and culture.

Vision Statement

The GVJCI envisions a vibrant network and a welcoming space for all persons interested in Japanese heritage and culture where history and tradition are honored, people are inspired to create action and change, and cultural pride and respect for all humanity are promoted.

Essential Duties and Responsibilities:

Responsibilities include, but are not limited to:

- Assist with planning and implementation of programs to communicate GVJCI mission and increase organizational awareness
- Helping program staff on day-of programs/events with set-up, program duties, break-down
- Cover during events and programs, including, photographing, video shooting, etc.
- Assist with media relations and outreach, as needed with programs
- Work on online communication in partnership with the Program staff and interns
- Plan, communicate, and attend upcoming community meetings/events with Program staff
- Attend and help out other programs that are within duties

Qualifications:

- A strong commitment to the mission of the GVJCI
- Fluent in Japanese and English
- Excellent written and verbal communication skills
- Knowledge of social media (Facebook, Instagram, etc.)



- Experience with online media, news platforms, and website makers (Mailchimp, Weebly, etc.) is a plus, but is not required
- Some knowledge of graphic design is a plus, but not required (adobe programs/software, online tools)
- Organized, self-motivated, proactive, and able to work independently
- An interest and/or background in the Nikkei community, and the South Bay community
- Experience with a non-profit or Japanese/JA community center is a plus, but is not required
- Creative, passionate, and takes initiative (i.e. you don't wait around for the next task but always ask what else you can do to help)
- Access to a reliable vehicle
- Must be able to work on weekends
- Proficiency in Microsoft Office programs including Word and Excel

Schedule (flexible)

- 25 hours/week, ideally
- Hours: Weekdays (10am-3pm) and some events

Description:

The Gardena Valley Japanese Cultural Institute (GVJCI) is a 501(c)(3) non-profit community center housing various classes, services, and programs for seniors, non-senior adults, and youth in the South Bay for over 50 years.