

Japanese American Citizens League JOB DESCRIPTION

JOB TITLE: Bridging Communities Intern, Los Angeles

SCHOLARSHIP: \$5,000

STATUS: Part-Time (0.5 FTE), Temporary
10-20 hr/week, as needed
October 2010 – June 2011

LOCATION: Japanese American Cultural and Community Center
244 S. San Pedro St., Suite 406
Los Angeles, CA 90012

JOB SUMMARY STATEMENT:

Under the supervision of the Program Associate, Educational and Interpretive Programs of the JACL Pacific Southwest District, and the Advisory board that includes the Council on American Islamic Relations (CAIR) and Nikkei for Civil Rights and Redress (NCRR), the Bridging Communities Intern will be responsible for planning and implementing the Bridging Communities program in Los Angeles, CA. This program seeks to connect youth of the Japanese American community to youth of the Muslim American community by celebrating our strengths and differences that bind us as a community while integrating the National Park Service.

ROLES AND RESPONSIBILITIES:

% of Time	Responsibilities (Duties and Tasks)
30%	Program Planning – Duties include but are not limited to: <ul style="list-style-type: none"> - Constant interface with program advisory board - Outreaching for participants via press releases, flyers, and electric media - Confirming target number of registrants for program - Enhancing workshops, discussions, and activities with co-facilitators and performers - Creating, enhancing, and finalizing curriculum - Coordination of National Park visits and interface with staff members - Interfacing with staff of partner organizations on their efforts with the program
20%	Program Implementation – Duties include but are not limited to: <ul style="list-style-type: none"> - Constant interface with program Advisory Committee - Coordination of National Park visits and interface with staff members - Coordination of all logistics during program itself - Development and coordination of program sustainability for future years - Interfacing with staff of partner organizations on their efforts with the program

ADDITIONAL DUTIES: The Bridging Communities Intern will be required to attend all committee and session meetings as necessary for their programs and must have a flexible schedule.

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SKILLS, KNOWLEDGE, AND ABILITIES	TASK REFERENCE	IMPORTANCE (HIGH/MED/LOW)
<ol style="list-style-type: none"> 1. Experience and skill in program planning and development 2. Skill communication with volunteers 3. Experience and skill in outreaching for programs 4. Experience in developing and facilitating workshops 5. Attention to detail when coordinating logistics for programs 6. Skill in formatting, word processing, and basic electronic design 		<ol style="list-style-type: none"> 1. HIGH 2. MED 3. HIGH 4. MED 5. HIGH 6. MED

ADDITIONAL SPECIFICATIONS: In addition to the listed skills, knowledge and abilities, the following behavioral specifications are also recommended:

- good communications skills
- ability to work as a team player
- promptness and responsibility
- attention to detail
- ability to work effectively with peers