

Call for Fall 2023 – Spring 2024 Research Fellow Applications!

Graduate-level Researcher / Editor to Support U.S.-Japan Programs

The National Association of Japan-America Societies (NAJAS) announces a graduate fellowship for young professionals in business, international relations, East Asian studies, or related fields. Applicants must demonstrate an interest in U.S.-Japan relations and be current graduate students or recently graduated master's degree holders. Native/highly advanced English is required; an interest in international commercial issues is a plus; and Japanese language skills are welcomed but not mandatory.

The mission of NAJAS is to strengthen understanding and cooperation between the peoples of Japan and the United States by providing programs, services, and information to, and facilitating cooperation among, member societies throughout North America.

By working at our nonprofit 501 (c) 3 organization the fellow will support one of today's most important bilateral relationships. Since the era of "Japan passing," is over, and official and unofficial U.S.-Japan ties are close and harmonious, the fellow is expected to help NAJAS ensure that the relationship is fully leveraged.

The fellowship will impart career-relevant experience and contacts for career enhancement. Through research, writing and supporting company-facing activities the fellow will interact with our **38 independent societies** who comprise over 10,000 corporate and individual members and execute over 1,500 Japan-related events per year in two dozen states. With programming in international security, military relations, current events, commerce, arts, and education, we are the broadest Japan-related association in thematic and geographic coverage. Current NAJAS grant programs are:



Forthcoming programs to which the fellow may be asked to contribute include:



We are accepting applications until September 28th for an initial fellowship period of five months, with the potential to extend to one year. This challenging role comprises the following **responsibilities**:

- Compiling, supplementing, and fact-checking and editing a new series of alert/insight reports by drawing from a nationwide network.
- Assisting in selection and editing of video highlights from societies for sharing and posting.
- Supporting grant execution and new service development as assigned.

The fellow is expected to learn about Japan, U.S.-Japan relations, and nonprofit management, while interfacing with corporations and stakeholders.

A **selection panel under NAJAS president** will interview finalists against the following criteria:

- Strong verbal communications, research, drafting and editing skills [30%]
- Foundation in U.S.-Japan / U.S.-Asia commercial, business, geo-strategic, and cultural relations [30%]
- Familiarity with basic audio/video editing and social-media packages and techniques [15%]
- Demonstrated capacity to leverage fellowship to further US-Asia-related career [15%]
- Demonstrated capacity to work independently and manage multiple, complex project deadlines [10%]

Fellowship start date, mix of in-person and remote hours, and monthly stipend will be discussed with interested candidates. The target period is November 1, 2023 – March 31, 2024, for five months, and work hours will average 20 per week. The stipend will be in lieu of commuting expense reimbursement.

Interested candidates should submit the following to contact@us-japan.org:

- Cover letter stating:
 1. Desired starting and ending dates and availability for periodic in-person meetings in downtown Washington, D.C. (a base in D.C. area is preferred, but not required)
 2. Experience and/or demonstrated capacity in five selection criteria listed above.
 3. What applicant hopes to derive from this fellowship
 4. Special needs/requirements if any
- Resume and one letter of recommendation

For background on NAJAS please visit <https://www.us-japan.org> ; for fellowship questions, contact:

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