

Global Department Program Assistant Internship (Intern - level 2)



The Global Department was founded in late 2014 and is responsible for Osaka YMCA's short and long term internship programs, Global Youth Conference (GYC), social enterprise and staff exchange programs. Currently it has a small but energetic team of 6 staff and various short-term and long-term interns.

The Global Internship Program falls within the international cultural exchange and youth development objectives of the Osaka YMCA Vision 2020 strategic plan. It aims to empower young people by giving them a unique opportunity to develop their personal and professional skills in leadership, global citizenship, and cross cultural awareness while helping to position Osaka YMCA as a leader in international internship management.

The intern will work with both the Global department staff and other international interns providing research, administration, promotion and coordination assistance on global programs such as the Global Youth Conference and social enterprise. The intern can start from early April, 2019 and will work through to mid-August once or twice per week on a mutually agreed basis. The intern is expected to attend the Osaka YMCA Global Youth Conference (GYC) which will be held from August 6th - August 9th, 2019.

The intern will have the opportunity to gain or deliver:

- ✧ Hands on planning and implementation of a variety of Global Department projects at an international level
- ✧ Valuable administration, event planning, media, design experience (when required) and communications experience
- ✧ Use of their existing skills to achieve an agreed project outcome
- ✧ Work experience in a Japanese organisation
- ✧ An opportunity to develop their Japanese language skills (if required)

Global Department

1-5-6 Tosabori Nishi-ku, Osaka, Japan 550-0001
 TEL +81-6-6441-5088 FAX +81-6-644-2069
 WEB <https://www.osakaymca.ac.jp/global/>

- ✱ Meet a variety of interns from around the world, allowing them to share, learn and form global partnerships
- ✱ Work with experienced staff that can help guide them through their internship and expose them to challenges and opportunities to which they can realistically achieve

Primary Duties

- ✓ Research and prepare workshop material for the GYC
- ✓ Provide administrative and organizational support to GYC intern facilitators
- ✓ Assist Global staff with site preparations and conference logistics
- ✓ Assist with preparation of guest packs
- ✓ Work with other interns to prepare and produce GYC, Internship, Social Enterprise, and Global Studies media content
- ✓ Attend GYC Youth Committee meetings as required
- ✓ Help with GYC promotion and information sessions by attending school promotion days and seminars
- ✓ Write review reports on GYC experience
- ✓ Assist with Global administrative tasks and provide program assistance as required. This might include attending events, basic admin work, translation or promotions
- ✓ Assist with conference pre-training day (8/3) for Japanese participants
- ✓ Assist with Global Internship orientations
- ✓ Assist with Global Learning Center, Mt Rokko promotions as required
- ✓ Desktop design and publishing (depending on skills)
- ✓ Conduct research important for the creation of our ongoing improvement of Global Department projects especially the Youth Empowerment Social Enterprise project in conjunction with the Osaka YMCA English Business College
- ✓ Know, enforce, and follow all policies, emergency procedures and safety guidelines relevant to the internship position

Qualification / Skill Requirements

- Minimum Age of 20
- Valid passport / visa
- Covered by suitable travel insurance
- Proficient in English
- Japanese Language ability N4 (preferably N3) or higher
- Communications and digital media skills
- Good typing skills, Word, Excel and Powerpoint skills
- Experience in desktop publishing (preferred but not necessary)
- Knowledge of online research
- Demonstrated ability to work as a member of a team and strong ability to accomplish tasks with little direct supervision
- Ability to work with people from diverse backgrounds and cultures
- Good presentation skills
- Motivated, organized, positive and possess good communication skills

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- Experience and knowledge in a related field such as academics, youth leadership, camp experience (preferable)
- Interested in global issues

Schedule and Conditions

- Osaka YMCA will provide written confirmation of the internship position, agreed hours, schedule and conditions.
- Work location might vary between the Global Department in Tosabori and Rokko Global Learning Center. There will be other occasions which require work off-site, which you will be notified ahead of time. Work during day trips to cultural sites might also be required.
- Schedule — You will be expected to work between 4-8 hours per week with the possibility of a 2nd day a week. Duration of internship is approximately 4 months (April 1st - August 10th). Workload will vary according to project demands. * An extension of time can be negotiated
- The intern will participate in any job orientation and training required. This training will expose the intern to our culture and provide you with a knowledge base to draw upon throughout the remainder of your internship
- The intern will be required to participate in the Global Youth Conference (August 6th - 10th)
- Honorarium - You will get paid for your travel expenses (up to ¥1000 per day) and a daily stipend of ¥1000 which will be paid at the end of the internship term in August.
- Acknowledgement — Interns who successfully complete the program will receive a certificate of completion and may be considered for certification for the Osaka YMCA Global Internship Progressive Leadership Program. Written acknowledgement of hours worked and tasks achieved will also be provided if requested.

Positions Available:

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Location(s)

Osaka YMCA Headquarters, Tosabori (Main)
YMCA Global Learning Center, Mt. Rokko

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