Okaeri Summer Internship 2022

Organization Overview: Okaeri, founded in 2014, is a nonprofit organization based in Los Angeles whose mission is to create visibility, compassionate spaces, and transformation for LGBTQ+ Nikkei and their families by sharing our stories and providing culturally-rooted support, education, community-building, and advocacy.

Commitment: The intern(s) will be expected to commit to a period of eight to ten weeks (between June - August 2022), in which they will work approximately five to ten hours per week (exact hours may vary by week depending on tasks). Each intern will be compensated with a stipend of $500 upon successful completion of the internship. Some weekend availability may be requested as well.

Expectations: The intern(s) will be expected to complete all assigned tasks diligently and efficiently, attend weekly team/check-in meetings as needed, and stay in regular contact with the supervisors and larger Okaeri team throughout the duration of the internship.

Weekly check-ins and tasks will be done virtually, but some tasks may require travel/being physically present in the Los Angeles/Little Tokyo area.
- *It is preferred that interns be in the LA area for the duration of the internship;
- *It is required that Summer ‘22 intern(s) be available and physically present in Little Tokyo the weekend of July 22-24 to help with Okaeri’s Strategic Retreat.

Supervisors: The intern(s) will be co-supervised by Rino Kodama (Tech, Media, & Marketing Coordinator) and Cody Uyeda (Program & Admin Coordinator).

Example Tentative Schedule:
Week 1 (6/13): orientation, weekly meeting, assigning tasks
Week 2 (6/20): weekly meeting, work on tasks
Week 3 (6/27): weekly meeting, work on tasks
Week 4 (7/4): weekly meeting, work on tasks
Week 5 (7/11): weekly meeting, work on tasks
Week 6 (7/18): weekly meeting, work on tasks, okaeri retreat (7/22-7/24)
Week 7 (7/25): weekly meeting, work on tasks
Week 8 (8/1): weekly meeting, work on tasks
Week 9 (8/8): weekly meeting, work on tasks
Week 10 (8/15): last weekly meeting, finish remaining tasks, closing
Specific Projects / Tasks (intern projects may include, but are not limited to):

**Programming:**
- **Retreat logistical assistance:** Assist the Okaeri team at our in-person strategic retreat July 22-24. Tasks can include coordinating food, managing supplies, taking notes, helping run activities, and other day-of tasks.
- **Program Implementation:** Ideate and lead an original Okaeri program of intern’s own choosing. “Programs” can include workshops, panels, collaborations, etc.

**Outreach:**
- **Social media posts:** Plan future social media posts and maintain the Okaeri Instagram.
  - Develop graphics for LGBTQ+ holidays using Canva.
- **Youtube:** Develop and manage an Okaeri Youtube channel.
- **Campaigns:** Lead an outreach campaign to a specific community.
- **Community representation:** Represent Okaeri at community gatherings/events.
  - **Collaboration with other community organizations:** e.g. collaborate with Yo! Magazine on a written post.
- **Outreach Database:** Create an outreach/reference database of schools/organizations/key people/etc. so we know who is in our network and who we want to work with in the future.

**Misc.**
- **Translation work:** if fluent in Japanese, translate Okaeri materials to Japanese or do subtitling for our videos.
- **Project of intern’s own choosing,** assuming it is doable in 8-10 weeks and fits with Okaeri’s goals/mission.

**Key Contacts:**
- Marsha Aizumi - Okaeri Co-Chair (maizumi8888@gmail.com)
- Justin Kawaguchi - Okaeri Co-Chair (jkawaguc@usc.edu)
- Rino Kodama - Tech, Media, & Marketing Coordinator (rinokodama@gmail.com)
- Cody Uyeda - Program & Admin Coordinator (codyuyeda@yahoo.com)

Okaeri general email: okaeri.la@gmail.com


Okaeri is fiscally sponsored by the Little Tokyo Service Center.