



## 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](mailto:maizumi8888@gmail.com) )

Justin Kawaguchi - Okaeri Co-Chair ( [jkawaguc@usc.edu](mailto:jkawaguc@usc.edu) )

Rino Kodama - Tech, Media, & Marketing Coordinator ( [rinokodama@gmail.com](mailto:rinokodama@gmail.com) )

Cody Uyeda - Program & Admin Coordinator ( [codyuyeda@yahoo.com](mailto:codyuyeda@yahoo.com) )

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Summer 2022 Application: <https://bit.ly/OkaeriSummerIntern-2022>



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