



OKAERI INTERNSHIP 2024

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:

This internship will last approximately from July - December 2024 (exact start/end dates flexible) with an expected commitment of 5 - 10 hours per week (exact hours may vary depending on tasks). Some weekend availability may also be requested.

The intern will work remotely the majority of the time. However, in-person attendance at events in the Little Tokyo/Los Angeles area may be requested occasionally. Therefore, while not strictly required, it is highly preferred that the intern be based in Southern California for the majority of the internship.

Expectations:

The intern will be expected to complete all assigned tasks diligently and efficiently, attend weekly team/check-in meetings, monthly Steering or other committee meetings as requested, assist at tabling or other in-person events if needed, and stay in regular contact with the Okaeri team throughout the internship. We also expect interns to engage with the larger Okaeri community; for instance we highly encourage interns to attend an *Okaeri Connects!* session and/or participate in our Okaeri Discord group to have a greater grasp of the communities we are creating.

Supervisors:

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

Example Intern Projects / Tasks:

- *Programming:*
 - **Symposium assistance:** Assist the Okaeri team with our virtual trans symposium in September. Tasks may include helping coordinate speakers, managing supplies and resources, taking notes, helping facilitate workshops, and other day-of activities.
 - **Programmatic Support:** Help lead/support Okaeri programs such as workshops, panels, and collaborations. (Past programs include: Okaeri Matsuri, JA Fathers/Gay Sons Panel, and Okaeri's 2023 Conference).
 - **Community representation:** Represent Okaeri at community gatherings/events.



- *Media / Outreach:*
 - **Social media:** Create social media posts, graphics, flyers, and reels to help maintain the Okaeri Instagram, Facebook, Discord, and Youtube channels. Research relevant LGBTQ+ holidays/events and create educational posts for our socials.
 - **Discord:** Moderate and engage with our Discord group to maintain our online community and presence.
 - **Reels:** Create reels before/after major Okaeri events to uplift our work.
 - **Video Editing:** Edit videos for Okaeri's Youtube channel or programs such as Okaeri Voices.
- *Misc.*
 - **Translation:** If fluent in Japanese, translate Okaeri materials to Japanese (or vice versa) or do subtitling for videos.
 - **Writing:** Help draft written materials for Okaeri's newsletter and website, assist with grant applications, press releases, and internal written materials.
 - **Resource gathering:** Assist in researching, gathering, and evaluating relevant resources for Nikkei/JA LGBTQ+ individuals that we can share with the Okaeri community.
 - **Project of intern's own choosing** (assuming it is doable during the internship timeframe and fits with Okaeri's goals/mission): Examples include, but are not limited to: an online program (e.g. curating and facilitating a panel), hosting a film screening, or collaborating with another organization to host an event centering the experiences of the Nikkei LGBTQ+ community.

Key Contacts:

Marsha Aizumi - Okaeri Chair (maizumi8888@gmail.com)

Rino Kodama - Tech, Media, & Marketing Coordinator (communications@okaeri.org)

Cody Uyeda - Program & Admin Coordinator (operations@okaeri.org)

Keith Nishida - Training, Policies, Okaeri Connects Nihongo Lead (connects@okaeri.org)

Okaeri email: info@okaeri.org

Access the 2024 application form [Here](#)



Little Tokyo
Service Center

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