

CONNECTING THE SEPARATED

A LASTING PARTNERSHIP OF AMERICANS & JAPANESE

ACK
AMERICAN • COMMITTEE • FOR • KEEP



KEEP
KIYOSATO • EDUCATIONAL • EXPERIMENT • PROJECT

Position Description

American Committee for KEEP, Inc.
825 Green Bay Road, Suite 122
Wilmette, IL 60091
1-800-368-5337 www.ackkeep.org

Applications due October 31, 2008

Title: Brian Kane Fellowship Intern
Type: Part-time (15 hours per week), for 12 weeks

General Purpose:

Under the supervision of the Executive Director, the BKF intern will work on capacity building and program support projects, especially web page development work. By obtaining experience working in a not-for-profit organization, the intern will gain insight into the challenges facing nonprofit organization's marketing efforts. The internship is named in honor of a former ACK Board Member and long time volunteer whose model of service to others will be studied by the intern and used as a basis for his/her work.

Duties for 2008 intern:

1. Web page project.
 - a. Main project is creating a new web page. Majority of time will be spent on this project.
 - b. Under direction of Executive Director, intern will create web pages including new layout design for English web site.
 - c. With supervision, intern will create new content for web pages as well as layout design aspects.
2. Work on newsletter and other marketing publications as time permits.
3. Assist in researching, compiling, and proofreading information for use in the preparation of reports and special studies as time permits.
4. Program development work ranging from brainstorming ideas to creating strategic plans for implementation; especially youth focused programming as time permits.
5. Other duties as assigned.

Experience and Skills:

1. Strong web page development skills. Experience with FrontPage desired, but not required.
2. Computer literate. Word, Excel, Access, PageMaker, PhotoShop, and Outlook skills desired, but not required.
3. Japanese skills desired, but not required.
4. Good interpersonal skills.
5. Be prepared to work as part of a team and be willing to communicate clearly.
6. Work well independently and with others.
7. Strong writing and editing skills.
8. Ability to understand and follow specific instructions and procedures.
9. Ability to think ahead and forecast solutions to problems.
10. Skill in operating basic office equipment.

To apply, send resume, writing sample, and application form to ACK office. Application forms are available at <http://www.ackkeep.org/images/ACKBKFapform08.pdf> or by contacting the ACK office.

Work is normally performed in a typical interior/office work environment with no or very limited physical effort required and no or very limited exposure to physical risk.