

HOST ORGANIZATION WORK PLAN

Program Dates

Monday, June 17 – Friday, August 9, 2024

**See last page for NCI Calendar of Events*

1. Organizational Info

Name of Organization: Japanese American Bar Association (JABA) / Japanese American National Museum

Contact Person's Name: Kira T. Conlon / Vicky Murakami-Tsuda

Contact Person's Title: Past President and Board Member, JABA / Digital Program Manager, JANM

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2. Work Plan

Job Summary: *Please provide background, overall objectives, current status and type of project (e.g. community outreach, economic development, cultural preservation, public education, research and data collection), as well as the expected end results from the intern's work.*

This internship position will be funded by JABA and jointly administered by JANM and JABA. The program is intended to develop the intern's community awareness and commitment while simultaneously introducing the intern to the day-to-day practice of different fields of law.

Overview: The structure of the internship will involve three aspects. First, for three days out of each week during the program, the intern will work on a cultural preservation project, which has come to be known as the "Legal Pioneers Legacy Project," under the guidance and supervision of JANM personnel. The Legal Pioneers Legacy Project will involve the recording of the stories of pioneering Nikkei judges and lawyers in the Los Angeles area. Second, one day each week, the intern will be invited to visit the law office of a JABA attorney or judge either in-person or virtually to learn more about the practice of law. Third, the remaining day each week will be reserved for the intern's NCI meetings and activities. The internship will be largely virtual, with in-person legal visits, and occasional in-person days at the museum. The Legal Pioneers Legacy Project interview will be conducted in person. Special in-person events at the museum may be scheduled during the 8-week program. Up-to-date Covid vaccination and boosters are recommended for staff, interns, and volunteers to enter the museum premises. Masking is highly recommended if not up-to-date when coming on-site.

Duties and Responsibilities: *Please describe specific tasks the intern would perform and include target deadlines.*

LEGAL PIONEERS LEGACY PROJECT:

Week 1. Confer with Discover Nikkei staff regarding suitable media to record the stories of selected subjects by JABA. Start setting up the interview appointment(s) with those selected subjects identified by JABA Board. JABA is confirming interviewee availability and interest in being featured in the Legal Pioneers Legacy Project.

Weeks 2 - 4. Discuss research strategy and formulate interview question outline with JABA. Conduct research, including review of primary and secondary source material, in-person interviews with subjects, etc.

Weeks 5 - 7. Document results of research and present in viewable format, such as narrative accompanied by photographs, oral history, online A/V presentation, etc. Intern will write an article about the interviewee that will be published in Discover Nikkei's Journal section. Transcripts of the video interviews will be transcribed by the intern, and if time allows, they will select clips from the interview for Discover Nikkei. JANM Media Arts Center staff will create the clips from recorded interview to be uploaded to the website. JABA will provide editorial support by reviewing the written work product.

Week 8. Overflow week in case additional time is needed to complete project. Presentation for JANM staff & volunteers and JABA members.

OTHER ASSIGNMENTS

In the first week, the intern will be briefed on various other Discover Nikkei assignments and receive direction on how to work on each project. During the course of the internship, the intern will work on those assignments. If time permits, the intern will write an article for Discover Nikkei's *Nikkei Chronicles #13—Nikkei Names*.

One article will be written on a JABA topic, which may include, the 40+ year tradition of the JABA Annual Installation and Awards Gala and this year's keynote speaker and honorees (intern will be invited to attend the Gala this summer in person).

In addition, in Week 8, the intern will submit a “reflections” article that describes his or her thoughts and experiences in the NCI program and make a presentation (about 20 minutes) for the JANM staff and volunteers, JABA members, and Kizuna/NCI staff.

PRACTICE “VISITS”

The intern will receive information at the beginning of each week as to the attorney or attorneys that they will visit that week, including but not limited to private and government lawyers, and judicial officers. The JABA coordinator will confer with the NCI coordinator and JANM staff to determine which day of the week the practice visit should be scheduled on. Visits will be coordinated both virtually and in-person as feasible.

Schedule: Since the nature of community work often demands flexible work hours, please list the hours of operation and/or the hours of supervision your organization will provide (e.g. 8:30am-5pm, 10am-6:30pm), as well as any night or weekend events the intern may be asked to attend. Please be as specific as possible.

JABA Board Meetings occur on the first Tuesday of each month and start at 6:30 pm and typically adjourn by 8:30 pm. The intern would be invited, but not required to attend and observe the monthly meetings. On project days at the Museum, supervision will be provided by Museum staff generally between the hours of 9 a.m. and 6 p.m. On practice “visit” days, the intern’s schedule will be determined by the host attorney, generally between the hours of 9 a.m. and 5 p.m.

*Please list the **resources** your organization can provide for hosting an intern (e.g. desk, computer, phone, internet, parking):*

The intern will need to be able to work from home. So, they will need to provide their own work space, computer, phone, and Internet access. The intern will be provided with a janm.org email address for work-related messaging.

Communication will occur primarily via email, the Slack platform (slack.com), and virtual meetings via Slack, Zoom, and Microsoft Teams. Task management will also be managed through Asana. The intern will be required to check in with a supervisor at the beginning and end of each workday, and there will be a required check-in meeting every week to discuss assignments, priorities, and progress. In addition, there may be additional virtual meetings as needed. Slack will be used for ongoing communication throughout the day as needed, as well as quick virtual chats.

*Please describe your current **in-office/remote work situation** and what your expectation is for the intern (e.g., completely remote, mostly remote with a few in-office days etc.):*

Currently JANM's web staff continue to primarily work remotely. The intern is expected to work from home as far as their duties allow. As mentioned above, there will be opportunity for in-person "visits" with lawyers and judges, which will be facilitated by JABA coordinator. On occasion, there may be in-person events at the museum.

3. Intern Qualities Desired

Since each organization has different needs and expectations for their intern, please list any suggestions our intern selection committee should take into consideration when selecting the right intern for your organization. In other words, what intern qualities would best fit with your organization (e.g. type of personality, work style, experience level, major/career interests)?

- Interest in career in law, multimedia and computer skills a plus.
- Strong writing, research, and interpersonal skills are required. Candidate must be proficient with the internet, but as long as he or she is comfortable with navigating the internet, e-mail communication, and uploading files, the Museum can provide training for whatever tasks are required.
- Attention to detail, strong organizational skills, and being comfortable with taking initiative and being proactive are very important. Experience with digital photography, photo editing, videography, and video editing is a plus.

Other qualifications and skills desired in an intern:

	Access to a car		Community organizing
	Data entry		Event organizing
	Fundraising	x	Research
x	Public speaking		Teaching
	Marketing/Communications	x	Writing
	Language other than English (Spanish , Japanese , Korean)		Other: Experience working with youth

Dates for host agency/supervisor to be aware of:

- Monday, June 17 & Tuesday, June 18, 2024: Opening Retreat in Los Angeles
- Wednesday, June 19, 2024: Intern's first day at site placement
- Tuesday, August 6, 2024: Intern's last day at site placement
- Wednesday, August 7 - Friday August 9, 2024: Closing Retreat in San Jose & San Francisco

Intern Training Days @Kizuna Office in the JACCC 244 San Pedro St. Suite 504

1. Friday, June 21, 2024
2. Friday, June 28, 2024
3. Friday, July 5, 2024
4. Friday, July 12, 2024
5. Friday, July 19, 2024
6. Friday, July 26, 2024
7. Friday, August 2, 2024

**Retreat and intern training dates are subject to change as needed. Any adjustments will be communicated to interns and supervisors in a timely manner. Thank you!*

The Nikkei Community Internship is a joint program of Kizuna in Los Angeles, the Japanese Community Youth Council in San Francisco, and the Japantown Community Congress in San Jose. NCI is made possible through grants from the Aratani Foundation/UCLA Asian American Studies Center and U.S. Bank, and through donations from individuals.