

Volunteer Requirements



Requirements for All Volunteers:

- Ability to communicate in writing and verbally in basic English
- Volunteers who reside in the United States must sign the following forms: Code of Ethics/Conflict of Interest Disclosure Statement, Confidentiality Statement, Memorandum of Assignment, Harassment Policy

Volunteer role	Type of work	Required skills	Deadline*	Minimum commitment**	Required documents
Writing	<ul style="list-style-type: none"> • Interviews with authors, filmmakers, artists, musicians, community leaders, etc. • Film/book/exhibition reviews • Other topics: historical figures and events, community organizations, businesses, unique projects, etc. 	<ul style="list-style-type: none"> • Fluency in English, Japanese, Spanish, or Portuguese • Familiarity with or willingness to learn Chicago Manual of Style (English only) 	1-3 months	3-4 articles per year	Writing samples
Editing / Proofreading	<ul style="list-style-type: none"> • Edit journal articles, interviewee bios, translated articles and interviews, video clip transcripts, automated YouTube subtitles. <p>[Editing is only for clarity and to match our style guide. The intent is to retain the author's original voice.]</p>	<ul style="list-style-type: none"> • Fluency in English, Japanese, Spanish, or Portuguese • Familiarity with or willingness to learn Chicago Manual of Style (English only) 	1-2 weeks	7-10 articles per year	<ul style="list-style-type: none"> • Writing samples • Trial assignment
Translation	<ul style="list-style-type: none"> • Event and video descriptions • Emails and social media posts • Assist project staff with translating and responding to inquiries • Live translations during Discover Nikkei multilingual events • Editing machine translations of site content • Video interview transcripts • Other smaller translations as needed 	Native-speaker fluency in English, Japanese, Spanish, and/or Portuguese	Varies	1 year	Translation samples

Volunteer role	Type of work	Required skills	Deadline*	Minimum commitment**	Required documents
Transcription	<ul style="list-style-type: none"> • Video interviews • Discover Nikkei virtual programs 	<ul style="list-style-type: none"> • Fast and accurate typing skills • Strong listening skills • Language fluency • Strong attention to detail 	1-2 months	1-2 projects a year	Trial assignment
Graphic Design / Illustration	<ul style="list-style-type: none"> • Logos/graphics for special article series • Graphics for DN programs • Flyers and ads • Social media posts and outreach emails • Graphics for the website 	Adobe Photoshop, Illustrator, InDesign or equivalent	2-4 weeks	3-4 projects per year	<ul style="list-style-type: none"> • Sample designs • Interview required
Video Editing	<ul style="list-style-type: none"> • Edit videos for posting on website • Create short content and promotional videos for social media and YouTube 	Premiere Pro, Final Cut Pro or other editing software	4-6 weeks	3-4 projects per year	<ul style="list-style-type: none"> • Sample videos • Interview required
Social Media	<ul style="list-style-type: none"> • Draft posts and create graphics for our social media platforms: Facebook, Instagram, and Bluesky • Posts may be about Discover Nikkei events and programs, recent Journal articles, Nikkei culture, etc. 	<ul style="list-style-type: none"> • Native language writing fluency • Basic graphic design using Canva, Illustrator, or equivalent 	2-4 weeks	2 posts per month	<ul style="list-style-type: none"> • Sample posts: image and copy • Interview required
Web Development	Front-end and back-end tasks available: <ul style="list-style-type: none"> • Fix bugs / site issues • Develop minor feature improvements • Brainstorm ideas for new and improved features & functionality • Depending on skill level, may work with team to develop new major features & functionality 	<ul style="list-style-type: none"> • Python/Django (or similar web framework), JavaScript, PostgreSQL, HTML, CSS, Git/GitHub • Must communicate closely with the team via Slack, Asana, and GitHub. 	Varies	A few hours a week for a minimum of 6 months	<ul style="list-style-type: none"> • Resume / LinkedIn • Interview required

Notes

* Actual deadlines may vary.

** If you volunteer in multiple areas, the commitment requirements should be combined.