

Discover Nikkei Volunteer Requirements Summary

| (Last updated: September 27, 2021) | Writing | Editing/Proofreading | Transcriptions | Translations |
|------------------------------------|---|--|---|---|
| Type of work | <ul style="list-style-type: none"> * interview articles—authors, filmmakers, artists, musicians, community leaders, and other individuals * Film/book/exhibitions review * articles about various topics: <ul style="list-style-type: none"> – historical figures and events – community organizations – businesses – unique projects, etc. <p>*Note: In general, Chicago Manual Style is followed fo English</p> | <ul style="list-style-type: none"> *Journal articles * Interviewee bios & video clips transcripts * Translated articles, interviews <p>*Note: Editing should only be for clarity and to match style guide. As much as possible, intent should be to retain author's original voice. In general, Chicago Manual Style is followed for English.</p> | <ul style="list-style-type: none"> * Video interviews * DN virtual programs | <ul style="list-style-type: none"> * Journal articles & author bios * Interviewee bios & clips transcripts * DN event descriptions * DN video descriptions * social media posts * Outreach emails * Assist project staff with translating and responding to inquiries * Live translations during Discover Nikkei multilingual events * Miscellaneous other smaller translation needs |
| Deadline* | 1 - 3 months | 1 - 2 weeks | 1 - 2 months | 1 - 2 months |
| Requirement skills | Native language fluency | Native language fluency | Fast and accurate typing skills / Strong listening skills / language fluency / Strong attention to detail | Native language fluency |
| Minimum commitment** | 3 - 4 articles a year | 7 - 10 articles a year | 1 - 2 projects a year | 3 - 4 articles a year |
| Required documents | writing samples | writing samples | | translation samples |
| Interview | No | No | No | No |
| Other requirements | <ul style="list-style-type: none"> *All volunteers must be able to communicate in writing and verbally in basic English *All volunteers must closely communicate with the team by email or Slack/Asana (for web development volunteers) *If volunteers reside in the United States, they need to sign some forms: Conflict of interest disclosure statement; confidentiality statement, code of ethics, New volunteer memorandum of assignment | | | |

Note: *These are general deadlines. Actual deadlines may vary depending on projects.

**The minimum required commitment in each section are based on support in just that one area. If you're doing multiple types of assignments, the commitment requirements can be combined.

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| (Last updated: September 27, 2021) | Web Development | Graphic Design / Illustrations | Video Editing | |
|------------------------------------|---|--|---|--|
| Type of work | <ul style="list-style-type: none"> * Fix various bugs / issues * Development of minor feature improvements * Brainstorm ideas for new major features & functionality * Development of new major features & functionality | <ul style="list-style-type: none"> * Logo/graphic for special article series * Graphics for DN programs * Flyers and ads * Graphics for social media posts and outreach emails* Graphics for the website - graphics can be illustrations and/or photographs | <ul style="list-style-type: none"> * Edit videos for posting on website * Create short content and promotional videos for sharing on social media and YouTube | |
| Deadline* | depends on the tasks | 2 - 4 weeks | 4 - 6 weeks | |
| Requirement skills | Python/Django, JavaScript, PostgreSQL, HTML, CSS, Git/GitHub | Adobe Photoshop / Illustrator / InDesign or equivalent | FinalCutPro or other video editing software | |
| Minimum commitment** | at least a few hours a week for min. 6 months | 3 - 4 projects a year | 3 - 4 projects a year | |
| Required documents | Resume/LinkedIn | sample designs | sample videos | |
| Interview | yes | yes | yes | |
| Other requirements | <ul style="list-style-type: none"> *All volunteers must be able to communicate in writing and verbally in basic English *All volunteers must closely communicate with the team by email or Slack/Asana (for web development volunteers) *If volunteers reside in the United States, they need to sign some forms: Conflict of interest disclosure statement; confidentiality statement, code of ethics, New volunteer memorandum of assignment | | | |

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