

## **Internship opportunity at SEELS Co., Ltd.**

SEELS, a high-impact social enterprise, is seeking interns for Tokyo and Northeast region of Japan operations. Available positions include:

**Position A: Chief Operating Assistant**

**Position B: Chief Financial Assistant**

The interns will work closely with the CEO and gain first-hand experience to scale the social enterprise. Based on the performance during the internship, the interns will be eligible to become paid officers.



### **What SEELS does?**

SEELS is a social enterprise that trains foreign migrants from the Philippines and other countries, who live in Japan, as quality English teachers, and have them open community-based English language schools. Our mission is to provide English language teaching employment that at the same time provides English language learning opportunities for those who stay at home or live in the neighborhood.

**Cesar Santoyo, CEO of the Social Enterprise English Language School.** Since the Great East Earthquake on March 11, 2011, Cesar has led SEELS and been committed to improving the lives of both underserved Filipino migrant women's and Japanese people's across disaster-stricken regions including Fukushima and Sendai, Japan.

Prior to starting SEELS, Cesar founded the Center for Japanese-Filipino Families (CJFF) in 2000

and, as the Executive Director, leads a program to enhance the quality of life for Filipino migrant women and improve the perceived image of theirs among Japanese by creating jobs to them as English teachers. Before relocating to Japan, he lived in Hong Kong and worked as Executive Director at the Asian Center for Development Studies (ASCEND) in coordinating reforestation initiatives of farmers' organizations in the Philippines.

Cesar received the Geny Lopez Bayaning Filipino Award 2012, and his social enterprise, SEELS, was selected for the 1st Michinoku Entrepreneurship program led by Entrepreneurial Training for Innovative Communities (ETIC). SEELS was named one of the Global Hot 100 Companies at the World Summit on Innovation & Entrepreneurship (THEWSIE) held in Boston in September 2012. Furthermore, SEELS was awarded with Social Business support grant from the Ministry of Economy, Trade and Industry for the fiscal year 2013-2014.

**Available positions:**

**Position A: Chief Operating Assistant**

**Responsibility:**

- Assist the CEO in directing internal operations to achieve budgeted results and other financial criteria.
- Support in the development and preparation of short-term and long-range plans and budgets based upon broad organization goals and objectives.
- Take part in the development and installation of procedures and controls, to promote communication and adequate information flow, and thereby solidify management control and direction of the enterprise.
- Help in the development of a sustainable sounding plan of organization.
- Assist in the development and establishment of adequate and equitable personnel policies throughout the organization, including compensation policies and employee benefit plans. Insures that the interests and welfare of employees as individuals are preserved and protected.

**Required language skills:** English (business level), Japanese (advanced to native level)

**Preferred experience:** Experience in human resource management, project management, and/or knowledge management is preferable.

**Starting date:** Anytime

**Internship period:** At least four weeks and up

**Benefits:** Free board and lodging

## **Position B: Chief Financial Assistant**

### **Responsibility:**

- Assist the CEO in developing funds and resource generation strategy for the both existing and new campaigns events.
- Organize campaign/event with clear objectives and measurable targets for the team to grow income.
- Coordinate, support and motivate staff, volunteers and franchisee involved in fundraising initiatives.
- Develop effective relationships with volunteer groups/ schools and other suitable groups to design and deliver new funds and resource generation such as high-level donor engagement, direct mail campaigns, and identification of suitable trust and foundation support to increase funding.
- Identify Corporate Partners and cultivate relationships to establish Corporate Social Responsibility partnership and cooperation.
- Provide regular reports to the CEO on progress on each project
- To undertake any other duties as requested by the CEO relating to fundraising garner support for events with measurable outcomes

**Required language skills:** English (business level), Japanese (advanced to native level)

**Preferred experience:** Experience in finance, fundraising, and/or external relationship management is preferable.

**Starting date:** Anytime

**Internship period:** At least four weeks and up

**Benefits:** Free Board and Lodging

To apply, please send an email to Cesar Santoyo ([sa\\_ryo@hotmail.com](mailto:sa_ryo@hotmail.com)) and your resume.

For more information, please contact Cesar Santoyo ([sa\\_ryo@hotmail.com](mailto:sa_ryo@hotmail.com)).

SEELS website: <http://seels.jp/>