

# Looking for foreign Volunteer Office Support Staff



## Days when Volunteers are Required:

Every Friday 1:00PM to 4:00PM (excluding public holidays)

## Number of Volunteers Needed:

1 person

## Requirements to Apply:

Being able to volunteer for at least one year

## Location:

Nagasaki International Association (Dejima-machi2-11, Nagasaki City)  
\*Next to Nagasaki Prefectural Art Museum

## Transportation Costs:

¥1,000 will be paid each time you volunteer

## Other:

You will work together with a Japanese Volunteer as a pair.

## Duties

- Reception/Greet guests (Serve tea, etc)
- Making photocopies of the newspaper
- Organizing posters, pamphlets, etc in the office
- Filing PR Materials, etc
- Other light work



Inquiries/Applications: Nagasaki International Association

TEL: 095-823-3931 E-mail: [nia@nia.or.jp](mailto:nia@nia.or.jp) URL: <https://www.nia.or.jp/>