



# Global Community Fellowship (ST)

## Position Description at NPO AYA

### Overview

The Global Community Fellowship (Short-Term) plays a critical role in supporting capacity-building, education, and training initiatives of institutions designed to address specific needs and challenges in the local community. By working directly with communities, Fellows gain hands-on experience with organizations in Asia using creative and innovative methods to address critical social challenges while applying their knowledge and skills to further grassroots social change.

### Post Summary

**NPO AYA** is seeking **one to three motivated Summer 2026 Fellows** to support the planning and coordination of inclusive cultural and experiential programming for children with illnesses and disabilities and their families. AYA works nationwide to ensure that no child or family has to give up meaningful life experiences due to medical conditions or disabilities, with activities spanning across Japan.

During Summer 2026, AYA is planning a **special international program to bring children with illnesses or disabilities, along with their families, to Los Angeles**. Fellows will provide ongoing, hands-on support throughout the project, assisting with planning, coordination, communication, and execution of program components.

This fellowship offers a unique opportunity to gain experience in inclusive program design, nonprofit project management, cross-cultural coordination, and disability- and health-related advocacy within a mission-driven organization that operates at national scale.

### About the Partner

特定非営利活動法人AYA (NPO AYA) is a Japan-based nonprofit organization dedicated to creating an inclusive society where children with illnesses and disabilities—and their families—can enjoy the same everyday experiences as others. AYA acts as a bridge, connecting children who face medical or social barriers to opportunities in **sports, arts, and cultural life**, ensuring that health conditions do not prevent participation in moments of joy, connection, and learning.



Since its founding, AYA has organized **over 160 inclusive events**, reaching more than **18,000 participants nationwide**. The programs range from **watching various sports such as basketball and baseball to music appreciation classes, planetarium viewing classes, trips to the Ogasawara Islands, and trips to the US to watch NBA games**. We partner with organizations, schools, and companies not only across Japan, but also overseas companies.

A cornerstone of AYA's work is its **Inclusive Movie Cinemas**, which have welcomed over **14,000 participants across 44 prefectures**, offering safe, accessible theater experiences for children with disabilities. (By February 1, 2026, AYA aims to reach all 47 prefectures.) Looking ahead, AYA plans to establish a **nationwide movie day by 2027** and continues to prioritize safety, dignity, and impact in all programs, ensuring children and families can fully participate in cultural, sports, and everyday life experiences.

Currently, AYA is scaling its **collaborative event management model** through partnerships with corporations, local governments, and other institutions, expanding inclusive programming both domestically and internationally.

The VIA Summer Fellowship with AYA will take place during **Summer 2026 for 6–8 weeks**, beginning in **mid-June**. The exact schedule will be finalized in consultation with AYA staff and selected Fellows.

## About the Location

This fellowship is primarily **remote**, with AYA staff distributed across Japan and minimal use of the organization's physical office. AYA's registered office is located in **Yokohama, Kanagawa Prefecture**, though Fellows may choose where they work when completing online tasks.

Kanagawa Prefecture lies just south of Tokyo and is home to major urban centers such as Yokohama and Kawasaki, as well as coastal and residential communities. Known for its international outlook, strong healthcare infrastructure, and proximity to Tokyo, Kanagawa offers a fitting context for organizations engaged in inclusive, cross-sector collaboration.

While most responsibilities will be handled remotely, event-related activities are expected to be conducted in person, depending on the phase of the project.



**VIA will assist Fellows in identifying appropriate accommodation. Fellows are responsible for housing and living expenses.**

## **Position Responsibilities**

### **Inclusive Program Support & Project Coordination Fellow**

Fellows will work closely with AYA staff to support the planning and implementation of inclusive programming, with responsibilities including:

- Provide hands-on support for the planning and coordination of the **Los Angeles program** for children with illnesses or disabilities and their families.
- Assist with project management tasks such as scheduling, documentation, coordination with partners, and logistical preparation.
- Support communication with families, partners, and internal team members, ensuring clarity, sensitivity, and inclusivity.
- Contribute to the design and refinement of program activities that prioritize safety, accessibility, and meaningful participation.
- Support in-person event activities as needed, while handling planning and coordination tasks online.  
Assist with post-event reflection, documentation, and reporting to support organizational learning and future program scaling.
- Collaborate with a distributed team working remotely across Japan, adapting to flexible workflows and communication styles.
- Support AYA in developing new opportunities and international partnerships, helping expand the organization's reach and inclusive programming globally.
  - **Create an English website and donation page**
  - **Build a system for accepting donations from overseas**

### **Expected Weekly Schedule**

- A typical weekly workload is expected to be **approximately five days online**. However, you may be asked to work not only weekday daytime hours, but also evening and weekend hours. In these cases, your work schedule will be flexible and you will have the freedom to use your daytime hours as you wish.
- Depending on the project phase and role, in-person participation in event-related activities will be required (many events will be held on weekends).



- Specific schedules will be determined collaboratively after Fellows are selected.
- Regular check-ins with AYA staff, with frequency adjusted based on project needs and fellowship phase.

## Eligibility Requirements

- **Academic:** Current university students, recent graduates, or 4-year degree holders.
- **Citizenship:** Must be a **US citizen, permanent resident, or have significant experience in the US** (e.g., graduated from a U.S. university, worked in the US for several years). Non-US citizens will be considered on a case-by-case basis due to visa and host-country requirements.
- **Language Skills:** **Intermediate Japanese proficiency preferred**, as Fellows will engage with Japanese-language materials and team communication.
- **Values & Interpersonal Skills:** Strong interest in disability inclusion, healthcare-related social issues, and family-centered programming. Comfortable working with children, families, and multidisciplinary teams in sensitive contexts.
- Ability to commit fully to the 6–8 week fellowship period starting mid-June 2026.
- Up to **one to three** Fellows will be selected for this role.

## Preferred Qualifications

- Interest or experience in nonprofit management, event planning, public health, disability advocacy, education, or social impact.
- Strong organizational and communication skills.
- Ability to work independently in a remote environment while collaborating effectively with a distributed team.
- Adaptability and cultural sensitivity when working with families and partners.

## Professional Development

- **Inclusive Program Design:** Learn how to design and manage programs that prioritize accessibility, safety, and dignity.
- **Project Management:** Gain experience supporting complex, multi-stakeholder projects, including international programming.
- **Cross-Cultural Collaboration:** Work with families, professionals, and partners across regions and sectors.



- **Nonprofit Scaling & Partnerships:** Gain insight into how a nonprofit scales impact through corporate and government collaboration.

### **Estimated Cost - \$6500 USD~**

- **International Travel** – \$1800: Economy Flight \$1500~ + Travel/Health Insurance \$300~
- **Accommodation** – \$2500: \$40-50 USD per day
- **Living Costs** – \$1600:
  - Food - \$10-20 Daily
  - Transportation - \$5-10 Daily (to travel to events and program activities)
  - Miscellaneous (supplies, personal expenses, materials) - \$200
- **Fellowship Management Fee** – \$500: Fee for fellowship management and logistics
- **Tourist Visa** – \$0-\$100: U.S. passport holders are eligible to enter Japan **visa-free for up to 90 days** and do **not** need to apply in advance for visa-exempt status. While Japan does not require six months of passport validity, passports must be **valid for the entire duration of the stay**.