

PACIFIC COUNCIL

Marketing & Communications Intern

Salary Range: \$20 to \$22 per hour, depending on experience

Schedule: Part-time; 20 hours per week

Location: Los Angeles, CA | Hybrid (remote with some in-person event support)

Duration: 3 months with possible extension

Position Summary

The Pacific Council on International Policy is seeking a motivated, detail-oriented intern to support the organization's marketing and communications team. This intern will support production and delivery of recurring communications, event marketing, and social media presence. Reporting to the Associate Director of Marketing and Communications, the marketing and communications intern will help produce engaging, accurate, and accessible content for a diverse range of stakeholders, including members, organizational partners, and the public.

This role is ideal for individuals interested in gaining experience in a fast-paced, nonprofit communications and digital marketing environment within the international affairs/policy space. The intern will gain hands-on experience and mentorship producing content across multiple channels and helping maintain a consistent organizational voice and brand presence. This is a part-time, paid position, primarily remote, with occasional in-person support required for events in Los Angeles. We are looking for applicants in the SoCal/Los Angeles area.

Key Responsibilities

- **Email Marketing:** Support with drafting and scheduling newsletters, as well as managing audience lists and basic analytics reporting.
- **Event Communications:** Help build and send event communications across public and members-only channels.
- **Social Media:** Draft, schedule, and publish content across social media platforms, including Instagram, LinkedIn, and YouTube, while monitoring engagement and performance analytics. Assist with producing video clips from event webinars.
- **Website:** Update site content and assist with online magazine submissions as needed.
- **Design & Multimedia:** Design promotional materials for social media, email, and print.
- **Collaboration & Editorial Support:** Work closely with the programs, membership, and development teams to keep messaging aligned across the organization. Proofread and copyedit organizational materials as needed.
- **Analytics:** Pull routine performance reports for email, social, and web.

Qualifications

Required

- Bachelor's degree in progress or completed in communications, marketing, public relations, journalism, or a related field, or equivalent experience
- Coursework or hands-on experience producing content across email, social media, or web
- Working proficiency with design tools such as Canva or Adobe Creative Suite
- Comfortable using Zoom, Google Drive, and Microsoft Office
- Exceptional written, editing, and verbal communication
- Strong organizational skills with the ability to manage multiple assignments and meet deadlines
- Attention to detail and the ability to produce accurate, professional communications
- Minimum cumulative GPA of 3.2 or higher
- All applicants must be authorized to work in the U.S.

Preferred

- Familiarity with an email marketing platform, Mailchimp preferred
- Experience contributing to organizational social media accounts
- Familiarity with Google Analytics or another web analytics platform
- Comfort editing short-form video
- Thoughtful use of AI tools in a production workflow
- Interest in international policy, foreign affairs, or civic engagement
- Available during Pacific Time business hours; flexible
- Above all, a strong growth mindset and willingness to learn and adapt

How to Apply

Interested candidates should submit their resume, cover letter, and writing samples to engage@pacificcouncil.org using the subject line "Marketing & Communications Intern — First Name Last Name".

You may submit up to three samples of your best original writing. Samples can include email newsletter content, social media posts (three captions count as one sample), a press release, an article, or other nonfiction. AI-generated content will automatically disqualify the candidate. For each sample, please include a brief note describing its intended audience and purpose, and how you would improve it today.

Applications will be reviewed on a rolling basis until the position is filled.

Please do not call existing staff about this opportunity.

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