

# PACIFIC COUNCIL

## Programs Intern

**Salary Range:** \$20 to \$25 per hour

**Schedule:** Part-time; 20 hours per week to start

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

**Duration:** 6 months with possible extension

### Position Summary:

The Pacific Council on International Policy seeks a motivated and detail-oriented Programs Intern to support the planning, coordination, and execution of our in-person and virtual event programming.

This role is ideal for individuals interested in political science, global affairs, data management, speaker coordination, event production, and research. The Programs Intern will assist with everything from speaker outreach and day-of logistics to event marketing and CRM data management. This is a part-time, paid position, primarily remote with occasional in-person support required for events in Los Angeles.

## Key Responsibilities

### Event Production & Research

- Assist with event planning, logistics, and execution for virtual and in-person events
- Support day-of event logistics, including setup, registration, speaker coordination, and break-down
- Conduct event and speaker research, including research on topics for discussion
- Help manage virtual events via Zoom, including virtual speaker green rooms, breakout rooms, and technical troubleshooting
- Conduct site visits and coordinate with vendors (e.g., caterers, printers, AV teams) as needed
- Create run-of-shows and track RSVP lists and guest attendance

### Event Communication

- Draft and proofread event descriptions, newsletter content, and internal event briefs
- Post event information on website as needed
- Assist with outreach via member and speaker communications

### Administrative & Tech Support

- Update and maintain event data in Salesforce and Google Suite
- Track events on internal calendars and help manage shared inboxes for event-related inquiries
- Research venues and vendors as needed; collect speaker bios, headshots, and other relevant information

## Qualifications

### Required

- Bachelor's degree required, preferably in journalism, communications, public relations, public policy, political science, or a related field.

- Relevant professional experience in global affairs, event coordination, and admin support
- Exceptional attention to detail, organizational, and time management skills
- Excellent written and verbal communication
- Comfortable using Zoom, Google Drive, and Microsoft Office
- Based in Los Angeles and available to support in-person events as needed
- All applicants must be authorized to work in the U.S.

**Preferred**

- Familiarity with Salesforce and Canva
- Strong interest in international policy work
- Ability to multitask and prioritize multiple projects on intersecting deadlines
- Available during Pacific Time business hours

**How to Apply**

Interested candidates should submit a resume, cover letter, and at least two professional references to [hr@pacificcouncil.org](mailto:hr@pacificcouncil.org). Applications will be reviewed on a rolling basis until the position is filled.

No phone calls, and please do not contact existing staff about this opportunity.