

# PACIFIC COUNCIL

## **Position Title**

Associate Director of Programs

## **Position Summary**

The Pacific Council on International Policy is seeking an innovative and results-oriented Associate Director of Programs. Reporting to the COO & Managing Director, the Associate Director of Programs plays a critical role by strategizing, developing, and executing programs and initiatives. This position is central to increasing the Pacific Council's impact and ensuring that its programming reflects and responds to the evolving landscape of global affairs. The Associate Director is responsible for creating and managing innovative programs, including events, delegations and initiatives, that enhance the Pacific Council's capacity to engage with and expand its audience.

## **Key Responsibilities**

### **Program Strategy and Development**

- Assists in conceptualizing and designing impactful programs that align with the Pacific Council's mission and strategic goals.
- Identifies emerging global issues and opportunities for engagement and develops programs that provide members with opportunities for insightful discussions.

### **Speaker Research and Outreach**

- Conducts research to identify and recruit leading experts, policymakers, and thought leaders to participate in Pacific Council events.

### **Program Planning and Execution**

- Collaborates with Programs team to plan and execute Pacific Council programs, ensuring smooth delivery of events, delegations and initiatives.
- Works closely with communications and membership teams to ensure all program components are integrated.
- Manages program logistics to ensure seamless execution from planning through completion.

### **Content Creation**

- Contributes to the development of written content related to all Pacific Council programs.
- Supports Communications team in creating compelling narratives that support and promote the Pacific Council's programs across multiple channels.

### **Junior Fellows Mentorship**

- Serves as a mentor to Junior Fellows, providing guidance and feedback and supporting their skill development.

## **Qualifications**

Education: Bachelor's or Master's degree in political science, international relations, public policy or a related field is required.

Experience:

- Minimum 5-7 years of experience in program management, international relations, or a related field.
- Experience working in a non-profit or membership-based organization is a plus.
- Proven track record of successfully planning and executing high-impact programs, events, and initiatives.
- Experience in developing strategic partnerships with thought leaders, policymakers, and organizations.
- Experience with managing budgets and program logistics to ensure successful implementation.
- Background in international policy, global affairs, or diplomacy is required.

Skills:

- Excellent organizational and time-management skills
- Ability to work effectively under pressure, managing multiple priorities and deadlines
- Strong written and oral communication skills with the ability to collaborate across teams and with senior leadership
- Proficiency in Google Workspace, Microsoft Office Suite and Canva
- Familiarity with Salesforce is preferred

## **Compensation and Benefits**

- Salary range: \$75,000 to \$90,000 commensurate with experience
- Health plan (full range of HMO and PPO options)
- Dental and Vision Insurance
- 401k plan
- Voluntary Critical Illness and Accident Insurance
- Life and Accidental Death & Dismemberment Insurance
- Short-term and long-term disability benefits
- Health Savings Account Program
- Health Care Flexible Spending Account Plan
- Adoption Assistance Program
- Caregiver Support Program

## **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. All applicants must be authorized to work in the U.S.

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