

Pacific Council

ON INTERNATIONAL POLICY

INTERNSHIP POSITION DESCRIPTIONS

COMMUNICATIONS:

Member Research (30%): Research activities of Council members for social media platform reporting, including drafting Facebook and Twitter posts for publication. Possible member interviews regarding current events and other surveys/polls.

Communication Initiatives (25%): Assist External Affairs team in implementing new communications strategies, managing and expanding media contact lists, and tracking media requests and interactions.

Platform Management (20%): Help update and maintain web platform presence, including website, social media profiles, and Wikipedia page.

Background Research (15%): Research international affairs trends and global events as needed on background for website and social media platforms.

Editing (10%): Proofread and edit Pacific Council publications and member correspondence on an ad-hoc basis.

EXTERNAL AFFAIRS:

Donor Cultivation (35%): Help develop processes for cultivating relationships with existing and prospective donors. Draft and copy-edit general development related communications. Perform development related administrative tasks as needed, including generating receipts and letters of acknowledgement, updating marketing materials and developing and disseminating affiliate level program materials to potential new donors.

Funding Research (30%): Collect data on prospective individual, corporate and foundation donors on an ongoing basis. Assist the Programs Department with securing program sponsorships. Participate in the Members Weekend and Annual Giving fundraising endeavors.

Data Management (20%): In conjunction with the Pacific Council's Database Administrator and Membership Officer, help input new donor data into the Raiser's Edge database. Use database functions to contribute to development reports by presenting various demographic, income and membership-related data to leadership in a timely and relevant way. Serve as the primary point person in collecting and logging development outreach in the Pacific Council's database.

Support Events (15%): Serve as a key liaison between the development department and the events department. Assist the Events, Membership & Leadership teams on an ad-hoc basis.

MEMBERSHIP:

Membership Initiatives & Member Relations (50%): Assist the Membership Department with all large initiatives within internship period. Generate new member election materials including a nomination book for the Board of Directors, reviewer response forms, collated biographies for staff, acceptance materials, and new member information packets. Draft and copy-edit general membership communications as needed.

Data Management and Administrative Tasks (25%): In conjunction with the Pacific Council's Database Administrator and Membership Associate, help input new data into the Raiser's Edge database. Use database functions to contribute to membership reports by presenting various demographic, income and membership-related data to leadership in a timely and relevant way.

Member Committee Support (15%): Facilitate the development and operations of existing and future Pacific Council Member Committees, including but not limited to: China; Equitable Globalization; Eurasia; Future Leaders; the Middle East; National Security; Western Hemisphere; Women's Initiative. Assist with general Member Committee programming by drafting invitations to members, tracking RSVPs, and helping identify potential speakers and program styles.

Support Operations (10%): Assist the Programs, Development & Leadership teams on an ad-hoc basis. Support the Office Administrator if needed.

PROGRAMS:

Program Development (30%): Assist with general programming by drafting invitations to members, compiling programming materials, and identifying potential speakers. This may also include assisting Pacific Council staff at programs where appropriate and when designated by the Programs department.

Background Research (30%): Compiling background materials for participants around major annual conferences, trips and general programming. Intern may also conduct topical and speaker research while also compiling background readings for members.

Administrative Tasks & Support Operations (40%): Drafting transcripts and summaries for programs and teleconferences with occasional correspondence to members. Assisting Senior Programs Officer and Programs Associate with program materials preparation before programs and other administrative tasks including printing, filing and other administrative tasks as needed.

OPERATIONS:

Administrative & Programmatic Support (70%): Provide administrative and programmatic support primarily to executive staff and other departments as needed. This may include drafting correspondence, conducting research, HR assistance, maintaining the database and augmenting diverse portfolio items.

Collaboration (20%): Collaborate with other interns on long-term projects that are Strategic Plan-oriented. These projects will work to build our network, equip members to have impact and help us to achieve influence on set of issue areas.

Programs Support (10%): Provide programs support for events as needed. This may include preparation, registration assistance, breakdown and other duties as assigned to complete execution of Pacific Council events.