

## Junior Fellows Position Descriptions

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### COMMUNICATIONS:

*The Communications Department is responsible for amplifying the membership's contributions to the international policy community, educating members on key policy issues and keeping the Pacific Council community connected.*

**Member Research (10%):** Research activities of Council members for social media platform reporting. Occasionally interview members regarding current events and their work as it relates to the Council.

**Media Outreach (10%):** Assist Communications team in implementing new communications strategies and managing and expanding media contact lists.

**Social Media (30%):** Draft social media posts for all platforms and help track engagement through data analytics.

**Background Research and Writing (40%):** Research international affairs trends and global events as needed on background, and contribute writing to the Newsroom (including researching and writing Global Beat on a weekly basis, and writing occasional event summaries).

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

### DEVELOPMENT:

*The Development Department is responsible for the diversification and growth of the Pacific Council's portfolio of donations from individual donors, corporate sponsors and foundations.*

**Donor Cultivation and Recruitment Support (40%):** Help support the cultivation and recruitment of donor prospects through research, data collection, and database maintenance. Other responsibilities include drafting and editing communications, updating marketing materials, coordinating with other departments, and performing administrative tasks as needed. Also assist in the creation and implementation of new fundraising strategies for individual donors, events, initiatives and our inclusivity efforts.

**Foundation and Corporate Relations (30%):** Support the organizations corporate and foundation fundraising by researching prospective funders and assisting with applications for support. Responsibilities include, drafting introduction letters and packets to send to prospective funders, identifying opportunities for cultivating foundations and corporation, and editing letters of inquiry, concept papers, and proposals as necessary.

**Member Relations (20%):** Assist the Membership Department with member cultivation and renewal, particularly as it pertains to our individual donors. Support the department's strategy for expanding the Council's network of constituents.

**Support Operations (10%):** Assist other departments as well as executive staff on an ad-hoc basis.

## **INITIATIVES:**

*The Initiatives Department is responsible for designing and managing ongoing projects that engage members to achieve external policy impact. Current Pacific Council Initiative include the Global Water Scarcity Project, the Mexico Initiatives, Global Los Angeles & the Guantanamo Bay Observer Program.*

*\*Fluency in Spanish strongly encouraged for this role\**

**Background Research and Writing (45%):** Assist Initiatives team in conducting project-specific background research related to scoping new projects and supporting new efforts in Global Water Scarcity & Mexico Initiatives. Research areas include but are not limited to funding opportunities, issue-specific case studies, literature reviews & gap analysis, & program design recommendations.

**Project & Operational Support (45%):** Work with Initiatives team, other Pacific Council staff, & relevant partner organizations to fill operational needs for ongoing project work. Responsibilities include data management & tracking in Salesforce, coordinating project logistics, and other administrative tasks including printing, filing, and other administrative tasks as needed.

**Collaboration (10%):** Collaborate with other interns on long-term projects in tandem with the Pacific Council's long-term strategy. These projects will focus on building the network & equip members to have impact and work to achieve influence on specific issue areas.

## **MEMBERSHIP:**

*The Membership Department is responsible for the recruitment of new Pacific Council members as well as the effective engagement and retention of the ~1200 members of the Council community.*

**Research (50%):** Membership Fellows play a critical role in expanding the Pacific Council's audience to new and diverse communities. The Fellow will support the department's strategy for expanding the Council's network of constituents through prospect list creation & contribute to Diversity & Inclusion goals via special research projects.

**Data Management and Administrative Tasks (40%):** Detail orientation is critical for the Membership Associate and success in this role will help Fellows learn valuable office skills. In conjunction with the Membership Officer, the Fellow will help input and audit new data into the Salesforce database. He or she will 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.

**Support Operations (10%):** Assist other departments as well as executive staff on an ad-hoc basis.

## **PROGRAMS:**

*The Programs Department is responsible for the strategy and execution of the Pacific Council's events, conferences, local, national & international delegations.*

**Event Development (20%):** Assist with general event programming by drafting invitations to members, compiling event materials, and identifying potential speakers. This may also include assisting Pacific Council staff at events where appropriate and when designated by the Events department.

**Background Research (20%):** Compile background materials for participants around major annual conferences, trips, and general events. Intern may also conduct topical and speaker research while also compiling background readings for members.

### **Administrative Tasks & Support Operations (50%):**

- Draft transcripts and summaries for events and teleconferences with occasional correspondence to members. Assisting the Events team with event materials preparation before event and other administrative tasks including printing, filing, and other administrative tasks as needed.
- Provide administrative support to the trips department by assisting with coordinating logistics, drafting programmatic materials, conducting travel research, conducting speaker outreach, and augmenting overall trips strategy.

**Collaboration (10%):** Collaborate with other interns on long-term projects in tandem with the Pacific Council's long-term strategy. These projects will focus on building the network, equip members to have impact and work to achieve influence on specific issue areas.