

**Pacific Council**  
ON INTERNATIONAL POLICY  
**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 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 growth and retention of the Pacific Council's portfolio of donations from individual donors, corporate sponsors, and foundations, through cultivation and stewardship.*

*As a Development Junior Fellow, you will support these functions by undertaking data collection, database maintenance, and data analysis. Other responsibilities include drafting a quarterly presentation on the status of the donor portfolio, editing communications, performing administrative tasks, and assisting other departments.*

**Donor Cultivation and Recruitment Support (50%):** Help support the support the stewardship of current donors and recruitment of donor prospects through research, data collection, and database maintenance. Other responsibilities include reviewing and editing communications, updating marketing materials, and performing administrative tasks as needed. Learn Salesforce and Wealth Engine databases to create reports to be exported to Excel.

Projects include: Board Giving Data, Mid-Year Report, Year in Review Points of Engagement, Engagement Score Tracker, Sustaining Member Revenue Tracking, Sustaining Member Initiatives Newsletter

**Foundation and Corporate Relations (40%):** 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.

Projects include: Foundations and Grantmaking Organizations Spreadsheet, Target Corporate Sponsors

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

## MEMBERSHIP:

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

**Recruitment (25%):** Assist membership department in expanding the Pacific Council's audience more broadly across the Los Angeles area. The Fellow will support the department's strategy for expanding the Council's network of constituents through prospect list creation, organizational outreach, event support, etc.

**Data Collection (20%):** Compile and analyze organizational election data. Fellows may be assigned short-term projects based on the collection and analysis of data for demographic, informational, etc. purposes.

**Administrative Support (20%):** In conjunction with the Membership Associate, the Fellow will help input and audit new data into the Salesforce database. The Fellow will be trained in the basics of Salesforce and Action Grid in order to effectively manage reports and create records.

**Member Engagement (25%):** Fellows will work with the membership department in order to support the development of engagement programming and offer logistical and staffing support during these activities.

**Support Operations (10%):** Assist other departments as well as executive staff on an ad-hoc basis. Occasionally provide support to the Membership Associate in arranging delegation visits.

## 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 helping develop teleconference topics, compiling event materials, and identifying potential event speakers. This may also include assisting Pacific Council staff at events where appropriate and when designated by the Events team.

**Background Research (20%):** Compile background materials for participants around major annual conferences, trips, and general events. Fellow may also conduct topical and speaker research, as well as compiling background readings for local, national, and international delegations.

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

- Draft transcripts and/or summaries for events and teleconferences with occasional correspondence to members. Assisting the Events team with preparing materials before events and other administrative tasks, including printing, updating database records, and monitoring event registration.
- 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 fellows 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.

## SPECIAL INITIATIVES:

*The Special Initiatives Department is responsible for designing and managing ongoing and developing 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. Developing projects include community outreach and educational partnerships.*

*\*Knowledge regarding diversity, equity, and inclusion strongly encouraged for this role\**

**Background Research and Writing (35%):** Assist Special Initiatives team in conducting project-specific background research related to scoping new projects and supporting new efforts in our Mexico Initiatives. Research areas include but are not limited to funding and networking opportunities, issue-specific case studies, literature reviews & gap analysis, and program design recommendations.

**Community Outreach and Educational Partnerships (35%):** Assist Special Initiatives team in conducting project-specific work related to community outreach and educational partnerships. A DEI (diversity, equity, and inclusion) centered research will also include ways to incorporate and network with our local LA community and schools. Other related work will be program design and execution.

**Project & Operational Support (20%):** Work with Special 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 area.