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 the 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 to the Pacific Council Magazine.

**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 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 organization’s corporate and foundation fundraising by researching prospective funders and assisting with support applications. Responsibilities include drafting introduction letters and packets to send to prospective funders, identifying opportunities for cultivating foundations and corporations 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.

Last Updated: September 1, 2023
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, which consists of an Events team and a Trips team, is responsible for the strategy, planning, and execution of Pacific Council events, conferences, local, national & international delegations.

Event Planning & Execution (20%): Assist with general event programming by helping develop teleconference topics and identifying potential teleconference speakers. This will also include assisting Pacific Council staff at events where appropriate and when designated by the Events team.

Background Research (20%): Fellow will conduct topical and speaker research, as well as compiling background readings for local, national, and international delegations.

Writing & Administrative Tasks (50%):

- Draft transcripts and/or summaries for events. Assist the Events team with preparing materials before events/conferences and other administrative tasks, including printing, updating Salesforce records, and event setup.

- Provide administrative support to the Trips team by assisting with coordinating logistics, drafting programmatic materials and post-trip reports, conducting travel research, conducting speaker outreach, and augmenting overall trips strategy.

Final Project/Presentation (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.

Last Updated: September 1, 2023
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 our Mexico Initiative, Global Los Angeles & the Guantanamo Bay Observer Program. Developing projects include Educational Partnerships and a volunteer pipeline.

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

**Program Development (50%)**: Assist Special Initiatives team in conducting program-specific build areas related to scoping new projects and supporting new efforts mainly in our Mexico Initiatives, Educational Partnerships, and volunteer pipeline. Program development areas include but are not limited to: issue-specific case studies, equity inclusive models, program design recommendations, and program execution. A successful Junior Fellow in this position is someone who is flexible, has previous program development experience, and creative.

**Community Outreach and Educational Partnerships (25%)**: Assist Special Initiatives team in conducting project-specific work related to 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 (5%)**: 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.

Last Updated: September 1, 2023