

Contractor Position Description: Mexico Initiative Fellow

Position title: Mexico Initiative Fellow
FLSA status: Independent Contractor / 1099
Department: Strategy and Operations
Reports to: Managing Director, Strategy and Operations
Project term: 3 months, 15 hours per week estimated
Project rate: \$54.67 / hour

SUMMARY

The Pacific Council on International Policy seeks a skilled project manager to serve as its inaugural Mexico Initiative Fellow. This role helps develop nascent projects related to improving US-Mexico bilateral relations from idea incubation (concept) phase to scalable programs with tangible community impact.

This contractor will be responsible for managing activity on a range of projects related to subnational diplomacy between the US and Mexico, improving the US-Mexico Security relationship, and promoting dialogue between the US and Mexico on engaging with China. The contractor will engage in products at varying stages of development (from concept to planning, execution, and assessment) and steward them from one phase to the next, monitoring and recording progress, managing timelines, and tracking return on investment. The contractor will support the director of strategy and operations, the Mexico Advisory Board Chair, and the President and CEO as they coordinate Mexico-related activity across the organization.

Our ideal candidate will have at least five years of nonprofit experience, demonstrated success in project management, and substantive expertise on issues related to the US-Mexico bilateral relationship.

CONTRACTOR DUTIES & RESPONSIBILITIES include the following.

Project management (60%)

- Create and maintain comprehensive project documentation and process maps
- Lead project planning sessions
- Set and / or adhere to project milestones and deadlines
- Manage project progress and adapt work as required
- Manage project outputs in coordination with board and executive-level stakeholders as well as resources across the organization

- Use project management software (ClickUp) to coordinate project activity across the organization
- Provide solutions to project related issues
- Monitor and report on project performance using key performance indicators, return on investment assessments, and other tools and techniques
- Partner and stakeholder relationship management as needed

Project design + long term planning (30%)

- Support the Director of strategy and Operations, Mexico Advisory Board Chair, and President and CEO in expanding new Mexico-related activity that supports the Pacific Council's mission and objectives
- Support the Director of strategy and Operations, Mexico Advisory Board Chair, and President and CEO in enhancing the quality of existing Mexico-related activity
- Incubate new project or program ideas based on existing framework
- Evaluate and assess a given project's strengths and weaknesses
- Monitor projects to ensure annual goals are met
- Identify and coordinate cross project activities, including events and delegation activity
- Identify and advise on project funding opportunities

Special projects (10%)

- Support other specialized projects, including events and fundraising efforts related to project work

SUMMARY OF DELIVERABLES

- (1) Develop a **2022 program overview document**, including project activity, events, and delegation travel to Mexico
- (2) Coordinate development of and contribute to Mexico Initiative **3 year outlook document**
- (3) Coordinate **3-4 planning meetings** for Mexico Advisory Committee members (or subsets of members), including outreach, agendas, and timeline management
- (4) Independently research and produce **2 letters of inquiry and / or grant proposals** related to short-term projects or program activities (US-Mexico Security Project and US-Mexico-China Track II Diplomacy project)
- (5) Coordinate **1-2 events** on topics related to project activity featuring high level experts from the US and Mexico
- (6) Develop proposal, including timeline, draft agenda, and budget for **1 delegation to Mexico or another place of interest in the US-Mexico relationship** (i.e. the US-Mexico border, Washington DC, or Ft. Benning, GA).
- (7) Contribute to grant **budget management and reporting for 1 grant.**

CONTRACTOR REQUIREMENTS & QUALIFICATIONS

- Track record of developing and implementing community impact programs
- Excellent written and verbal communication skills
- Capacity to manage fast paced and high stress situation
- Ability to multitask and manage various project elements simultaneously
- Big picture thinking and vision
- Strong conflict resolution skills and problem-solving ability

PREFERRED CONTRACTOR QUALITIES

- Demonstrated success in project management
- Substantive expertise on issues related to the US-Mexico bilateral relationship
- Experience in the nonprofit sector

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While no one person will embody all the qualities enumerated above, the ideal candidate will possess many of those professional abilities, attributes, and experiences.

In all our practices, the Pacific Council has stated an intention or policy ([pacificcouncil.org/inclusivity](https://www.pacificcouncil.org/inclusivity)) of seeking out and including people who might otherwise be excluded or non-traditional.

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible.

ADDITIONAL CONTRACT DETAILS

- This contract term is set for 3 months at a rate of \$54.67 per hour and an estimated 15 hours of work per week, with the possibility of renewal.
- All work will be conducted remotely until it is safe to return to the office.
- This is a 1099 independent contractor arrangement.

TO APPLY: Email cover letter and resume to hr@pacificcouncil.org using the subject line “Mexico Fellow.” No phone calls, please.