

**Job Description: Program Specialist, Initiatives**

April 2022

**SUMMARY**

The Pacific Council seeks to hire a Program Specialist to coordinate the various projects and programs of the Pacific Council Initiatives department. It includes aspects of project management, including monitoring progress and updating management tools, budgeting and expenditures management, and tracking key performance indicators. This position is also responsible for assisting in the design, delivery, and evaluation of projects and programs at the Pacific Council. The Program Specialist, Initiatives administers the organization's Delegations program and thus will be critical to the Council's Diplomacy Initiative. This Program Specialist will be expected to participate in the Council's Leadership Development and Security Initiatives as well.

The Program Specialist, Initiatives brings project management expertise, international affairs knowledge, and a community-facing presence to the role.

**DUTIES AND RESPONSIBILITIES**

*Project Management*

- Serves as program lead on Delegations. Manages the design and execution of Delegation activity, which is a core component of the Council's Diplomacy Initiative.
- Assists program management with administrative functions covering planning, budgeting, proposal development, and marketing of program services.
- Contributes to real-time and asynchronous program ideation
- Supports the creation and distribution of regular communications to stakeholders
- Oversees the monitoring and updating of project management tools

*Monitoring and Evaluation*

- Evaluates the effectiveness of existing program content and services. Recommends and implements modifications as necessary to ensure achievement of program goals and objectives
- Recommends program modifications or creation of new projects / programs line up to meet department and organizational KPIs.
- Builds/documents/improves internal processes and workflow; identifies areas of improvement in overall data management ecosystem
- Identifies areas of improvement in overall data management ecosystem, defines requirements, and tests improvement solutions

*Research and Administration*

- Researches the (speaker/ global affairs industry) market and leverages personal networks to develop strategies to foster engagement with Pacific Council's programs.
- Assists in program fundraising and development efforts. Researches and identifies funding sources. Contributes to proposal development by writing proposals or coordinating the input of others.

- Stays informed of developments in field. Establishes and maintains an active network of professional contacts.
- Coordinates program services with other staff or contractors. Serves as a resource for program information.

## REQUIREMENTS AND QUALIFICATIONS

- 2-3 years of relevant experience, such as project management and / or program delivery
- Positive “can-do” attitude, flexibility, teamwork, impeccable attention to detail, and a high degree of initiative.
- Demonstrated ability to develop and manage complex relationships across various levels and functional areas.
- Demonstrated, deep commitment to mission, core values, and our commitment to diversity and inclusion.
- Proficiency with Microsoft Office, Google Drive programs, Apple and PC operating systems, and Zoom
- Employee must abide by USC’s COVID-19 protocols at all times.

## PREFERRED QUALIFICATIONS

- Bachelor’s or advanced degree in international relations or related field preferred
- Experience working in government or other international affairs setting
- Experience with planning and hosting delegations. Working knowledge of United Nations, Department of State, and other international affairs actors and organizational structures
- Strong organizational skills and attention to detail
- Strong writing and communication skills
- Experience in and capacity to work in a fast-paced work environment
- Ability to multi-task and manage various project elements simultaneously
- Proficiency with Salesforce

## ADDITIONAL QUALITIES NEEDED

- Relationship Management: Able to cross manage their peers and supervisors against internal project deadlines and initiatives. Balance their own projects against the needs of others. Able to work independently as well as on a team. Understand urgent versus important.
- Executes to Results: Strong ability to create and execute against work plans. History of meeting goals and achieving benchmarks and holding self and others accountable. Trouble-shoot and work well with others. Ability to manage a high volume of transactions and be productive in a fast-paced multitasked environment. Committed to process and efficiency. Must be very detail-oriented.
- Communication: Demonstrated ability to communicate clearly and effectively, both verbally and written. Good listener, empathetic team player, and flexible.
- Subject-Matter Understanding: A background or interest in international affairs and/or public policy.

## COMPENSATION AND BENEFITS

- Salary range: \$56,000-\$67,500, commensurate with experience. This is a nonexempt role that is eligible for overtime.
- USC has excellent benefits, including health benefits for staff and their family with access to the renowned university medical network; eligibility for retirement plans with employer contributions after six months of employment; tuition benefits for staff and their family; free Professional Development classes; central Los Angeles location with easy access to commuter trains, buses, and free tram pick up services; discounts to sporting and other campus events.

## Pacific Council overview

The Los Angeles-based Pacific Council on International Policy ([pacificcouncil.org](http://pacificcouncil.org)) is an independent, nonpartisan organization committed to building the vast potential of the West Coast for impact on global issues, discourse, and policy. Since 1995, the Pacific Council has hosted discussion events on issues of international importance, convened task forces and working groups to address pressing policy challenges, and built a network of globally-minded members across the West Coast and the world.

The Pacific Council's activities in Los Angeles – conferences, speaker events, task forces, working groups, and delegations – offer a forum for the creation and exchange of ideas and tools to advocate for sound global policy. The Council is governed by a Board of Directors. Dr. Jerrold D. Green serves as President and CEO.

As a West Coast organization focused on international affairs, the Pacific Council applies significant energy to making an impact through programs and projects with special resonance for our region of the world.

## TO APPLY

To apply please visit <https://usccareers.usc.edu>

No phone calls, and please do not contact existing staff about this opportunity.