

# PACIFIC COUNCIL

## Junior Fellows Positions, Summer 2025

For questions about our fellowship program, please contact **Ina Thigith** at [ithigith@pacificcouncil.org](mailto:ithigith@pacificcouncil.org).

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### COMMUNICATIONS FELLOWSHIP

*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 and engaged.*

**Magazine Articles (35%):** Publish at least two articles for our [Pacific Council magazine](#) relating to topics within your interest and international policy. Ideate and execute ways to increase the Pacific Council's thought leadership and brand authority among our competitive set by utilizing our social channels and member expertise.

**Junior Fellow Project [To Be Determined] (30%):** Additional responsibilities will be determined based on the junior fellow's interests, career goals, and alignment with Pacific Council priorities. With guidance from your supervisor, you will begin and finish a project during your fellowship period.

**Copywriting & Engagement (20%):** Help create and edit social media and newsletter content. This may include captions on LinkedIn, X, or Instagram, newsletter copy, social media engagement, and video descriptions.

**Topical Educational Research & Idea Generation (15%):** Research international affairs trends and global events to assist in the educational aspect of Pacific Council communications (e.g., provide supporting reading materials before events, delegations, and member engagements).

### EVENTS FELLOWSHIP

*The Events Department is responsible for the planning and execution of Pacific Council events, conferences, and local, national & international delegations.*

**Donor Speaker Outreach, Event Research & Idea Cultivation (35%):** Work with the events team to research and develop events for the spring term. Includes speaker identification and outreach alongside idea cultivation for future events. Draft and copy-edit general events-related communications. Perform events-related administrative tasks as needed.

**Annual Conference Planning (30%):** Assist in the development and planning of the event, including speaker and sponsorship research and outreach, managing day-of-activities, e.g. breakdown, check-in, etc. (*in-person availability is preferred for this position*).

**Data Management (20%):** With the Pacific Council's Membership and Operations teams, help input new donor data into the Salesforce database. Use database functions to contribute to reports by presenting various demographic, income, and membership-related data to staff in a timely and relevant way.

**Support Events (15%):** Serve as a key liaison between the Events department and other departments. Assist the Membership, Communications, and Operations teams on an ad-hoc basis.

## MEMBERSHIP FELLOWSHIP

*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.*

**Member Research and Relationship Development (30%):** Develop member profile summaries to help facilitate targeted member-to-member connections for those with similar interests. Craft Member Interest groups based on industry and professional profiles. Identify potential member collaborators, as needed. Draft communications and solicit e-introductions, as needed.

**Membership Recruitment (30%):** Cultivate new member election prospective leads through targeted research. 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. Assist with facilitating "Welcoming New Member" ideas. Draft and copy-edit general membership communications, as needed.

**Departmental Research and Development (30%):** Research outside relevant organizations or programs that may be potential partners or provide strong membership exchange benefits. Present ideas to the Pacific Council on how these other organizations and their unique strategies may be good partners and/or collaborators to grow the membership experience.

**Data Management and Administrative Tasks (10%):** With the Pacific Council's Director of Membership and Senior Membership Administrator, help input new data into the Salesforce database. Use database functions to contribute to membership reports by presenting various demographic, income, and membership-related data to leadership in a timely and relevant way.

## OPERATIONS FELLOWSHIP

*The Operations Department is responsible for providing overall support for the organization. The Operations team helps manage organizational development, technical systems, accounting, and executive support for the Pacific Council.*

**Organizational Landscape Research (50%):** Collect data on local and non-local international affairs organizations, non-profits, foundations, etc. on an ongoing basis. Assist the Operations Department with identifying opportunities for organizational partnerships, speaker engagements, events, etc. Perform analysis of industry trends and assist in updating current landscape analysis.

**Donor Cultivation (20%):** Help develop processes for cultivating relationships with existing and prospective donors. Draft and copy-edit general development-related communications. Perform development-related administrative tasks as needed, including generating dossiers and letters of acknowledgment.

**Administrative & Programmatic Support (20%):** Provide administrative and programmatic support primarily to Operations staff and other departments as needed. This may include assisting with the Pacific Council's South Korea Working Group, Consular Corps program, etc.

**Events Support (10%):** Provide support for events as needed. This may include preparation, registration assistance, breakdown, and other duties as assigned to complete the execution of Pacific Council events.

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