



The PCFR Student Fellows Program

PHOENIX
COMMITTEE ON
FOREIGN
RELATIONS

Overview

The Phoenix Committee on Foreign Relations (PCFR) Student Fellows Program is a unique opportunity for graduate students attending **Arizona State University's Sandra Day O'Connor College of Law, W.P. Carey School of Business, or Thunderbird School of Global Management** who have a demonstrated interest and focus on international affairs or related industries.

This fellowship, which is intended for those who plan to stay in the metro Phoenix area following completion of their degree, is highly selective and is only open to one student per target institution per cycle. Students accepted to the program benefit from access to PCFR's entire annual calendar of events, each of which features a leader in global politics, research, law, or business.

The two-year fellowship (pending satisfactory performance after the first year) also offers participants an entry point to interact with, and receive mentorship from PCFR's membership, which includes a significant number of retired ambassadors, diplomats, and others with broad international experience.

Students who hope to become a Fellow are encouraged to engage with PCFR by attending events at the student rate, and to apply for the program as early as possible.

Fellowship Tracks

Applicants are required to choose from one of the following three tracks.

Membership Fellowship

The Membership Fellow will work with the Membership Committee to help recruit and grow PCFR membership. The Membership Committee coordinates the recruitment and approval process for new members, develops membership strategy, and serves as the front-facing department for PCFR's members in order to enhance their member experience. The Membership Fellow will work to identify prospective members, engage those individuals at PCFR events, help with the onboarding process, and provide analytics support. This Fellow will also have the opportunity to coordinate our monthly "Member Muse" newsletter, which may

include interviewing current members and highlighting their experiences in the newsletter and on the PCFR website.

The Membership Fellow will work with new and existing members to update their digital profiles, including ensuring that they have provided up-to-date professional information. The Fellow must have strong interpersonal skills and will be active in our programming and member recruitment efforts, including the New Member Breakfast and Foreign Relations Social Series. The Membership Fellow will work closely with the Programming and Public Relations Fellows to ensure that the Membership Committee has all relevant information on prospective members at upcoming events, in addition to spearheading the monthly Member Muse, including interviewing and writing the Member Spotlight and coordinating production..

Programming and Outreach Fellowship

The Programming and Outreach Fellow will gain experience in carrying out the mission of PCFR in programming and outreach, under the leadership of the Program Committee. By organizing events for prestigious guest speakers, the Program Committee's goal is to raise the profile of PCFR. The Fellow will help implement engagement strategy around our guest speakers, work directly with the Program Committee to research potential future speakers, and build relationships with community organizations across the Valley, including our universities and colleges, business community, and public sector leaders. This Fellow will be active at PCFR events and assist with representing PCFR.

The Fellow will learn how to identify relevant organizations and individuals by updating the Program Committee's outreach database and helping the Committee build outreach lists for future events. The Programming and Outreach Fellow will focus on the academic and business community, connecting this constituency with PCFR guests whenever there is a tie, and will help identify potential partners for PCFR. The Programming and Outreach Fellow will work closely with the Membership and Public Relations Fellows to ensure cross-committee collaboration for upcoming events.

Public Affairs Fellowship

The Public Relations Fellow will gain an introduction to, and experience in, the field of public relations. This Fellow will work directly with members of Public Relations Committee on media relations, branding, and engagement and must have strong writing and communications skills. By actively participating in this Committee, this fellow will gain a deeper understanding of

managing social media accounts across multiple platforms, and researching and developing assets for marketing purposes.

The Fellow will have the opportunity to learn more about communications and marketing strategy by attending monthly Public Relations Committee meetings and planning digital communications, and will develop writing and editing skills by working with the co-chairs of the Public Relations Committee to create content. The fellow will learn how to identify reporters and diverse media outlets who may be interested in PCFR's activities and will update the media database to help the Committee build and maintain targeted press outreach and contact lists. This Fellow will have regular responsibilities at PCFR events, including taking photos whenever possible. The Public Relations Fellow will work closely with the Membership and Programming and Outreach Fellows to ensure that the Public Relations Committee has the most up-to-date schedule of future programs, both confirmed and tentative.

Expectations for Fellows

If selected, a PCFR Student Fellow is expected to adhere to the following guidelines:

1. Participate actively in PCFR events, attending at least 75 percent of all programs. At each event, a fellow will be selected to sit at the head table (as available), interact with our featured guest, and, following the event, may be asked to provide a summary of the evening and related discussion.
2. Maintain active participation in the relevant PCFR committee according to their chosen track, including: attending all committee meetings (which may be telephonic); completing projects as requested by and coordinated with the committee co-chairs; and responding timely whenever contacted by committee members, the PCFR Executive Director, or the PCFR Student Fellowship Program coordinator.
3. Proactively engage with the membership, including, but not limited to:
 - Introducing yourself and mixing and mingling with members at events throughout the season.
 - Reaching out to other members who may have experience of interest to you and your major.
 - Communicating to the PSF coordinator what your interests are, and how we can help you achieve your goals.
 - Interview members for ongoing member spotlights.
4. **At the completion of the first season, Fellows will be asked to complete an annual review, including summarizing their substantive contributions in the first year. Any Fellow who has not successfully met the expectations listed above may not have their participation renewed for a second year.**

5. Complete a final deliverable item or project that supports the mission of PCFR and present it to the PCFR Board before the completion of the second season. The deliverable covered in this presentation can be a major, successfully completed initiative for one of the committees in the course of the Fellowship's regular responsibilities, or it can be a separate, fully independent project.
6. Have a high probability of staying in Phoenix and look to become a Young Professional member upon completion of your studies.
7. Give feedback on ways the program can be improved.

Application Process

1. The application process begins with the completion of an application form, including submitting an up-to-date Curriculum Vitae or Resume and a brief paragraph explaining why the prospective candidate is interested in the program. This form is due by **August 30, 2020**.
2. Applicants with experience matching the requirements of their chosen track are invited to a phone interview with the Fellowship Program Coordinator the week after the application is due.
3. Finalists are invited to an in-person interview with the Fellowship Program Coordinator the week after the phone interview.
4. Applicants who are accepted to the program will be notified by **September 15, 2020** and will be sent a calendar of upcoming PCFR events. Accepted Fellows will then be invited to a breakfast with the PCFR Executive Director, the PCFR President, and the PCFR Student Fellowship Program Coordinator for a more detailed discussion on the projects they would like to work on for the season and what they would like to get out of the Fellowship.

We look forward to receiving your application. Please send any questions to jgelbart@oconnorinstitute.org.