



## PCFR Student Fellows Program

### Programming Fellow

#### ***About the PCFR Student Fellows Program:***

The Phoenix Committee on Foreign Relations (PCFR) Student Fellows Program is a unique opportunity for graduate students attending Arizona universities 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 will provide graduate students unique opportunities to work on strategic projects for Arizona's premier foreign affairs organization. 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 one year fellowship (with the option to reapply the following 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.

#### ***Expectations for Fellows:***

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

1. Required to participate in PCFR events, attending at least 75 percent of all programs (both in-person and virtually). At each event, a fellow will be selected to sit at the head table (as available), interact with our featured guest and will be expected to help check in members and represent PCFR.
2. Maintain active participation in the relevant PCFR committee according to their chosen track, including: attending all committee meetings, 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.

To Apply: Please submit a CV and cover letter along with a writing sample by September 12 to [info@pcfraz.org](mailto:info@pcfraz.org).

## **Programming Fellow**

### ***About the Role:***

The year-long Programming Fellowship will provide the selected graduate student a unique fellowship opportunity to help develop PCFR's programs, digital and in-person. By organizing programs for prestigious guest speakers, the Program Committee's goal is to raise the profile of PCFR. The Programming 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.

### ***Responsibilities:***

- Assist in developing PCFR's programs and events and their execution
- Maintain program calendar
- Develop outreach strategy for programs and community engagement
- Build partnerships with local and national organizations
- Draft and proofread professional correspondence

### ***Eligibility:***

- Graduate students currently residing in Greater Phoenix, Arizona
- Strong communication and writing skills

### ***Fellowship details:***

- Time commitment is 5-10 hours a week, with exact days and times to be determined according to your schedule. This is a remote position, but the fellow must be available to attend PCFR programs and networking events outside of regular work hours
- This Fellowship will begin September 28, 2021 and end May 13, 2022 with the option to reapply for the following year
- Fellow will have full membership as a PCFR member throughout the time of the fellowship, including all paid meals at in-person events
- Fellow will have the option to participate in PCFR's Reading Group and *Great Decisions* program, all materials covered