



7949 E. Acoma Drive, Suite 207, Scottsdale, AZ 85260
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The Phoenix Committee on Foreign Relations Intern Position

The Phoenix Committee on Foreign Relations, a 501c3 nonprofit founded in 1976, is an independent, non-partisan membership organization dedicated to improving understanding of international issues, helping policy makers improve Arizona's international competitiveness and maximizing collaboration among internationally oriented organizations. Through our speakers, programs and topical lunches on issues of international moment, PCFR works to position Arizona as a major regional and international center.

Applicant should have an interest in international foreign policy, excellent organizational and research skills, computer skills (including social media), and writing skills (press releases). Applicant should: be detail oriented, have excellent phone skills, have the ability to prioritize, take direction well, and have the ability to multi-task. Contact Conni at 602-441-4967.

Job Description:

This position would be a good fit for someone interested in international foreign policy or nonprofit work. Work with PCFR to learn about foreign policy and nonprofit associations:

1. Collaboration Management – assist in meeting and working with collaborative organizations in the Valley.
2. Event Planning and Preparation – including attending our regular programs
3. Research – including potential international speakers, international groups in Arizona, topical research, etc.
4. Targeted Marketing/Advertising
5. Social Media Improvements/Blog Writing & Posting
6. Other duties as assigned

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This is an unpaid position with a minimum of 10 hours a week. If interested, please submit a resume and a writing sample to Cynthia.gemberling@scottsdalecc.edu.