American Pakistan Foundation Pakistan Fellowship
Summer 2022 Placement with the Atlantic Council’s South Asia Center (SAC)

Position Description, Responsibilities, Qualifications

Note: This is a full-time, in-person position in Washington, DC (40 hours / week).

Start Date & Duration: The fellowship will last 8 weeks and will tentatively begin the first week of June.

Selection Process:

- All applicants must fill out an application form, submit a resume, and provide a writing sample.
- APF will pre-screen candidates and conduct initial interviews. Second round candidates will be interviewed by the Atlantic Council; final decisions will be made by APF and the Atlantic Council.

Application Deadline: March 25

Position Description: There is 1 APF fellowship position open at the Atlantic Council South Asia Center:

- The APF fellow placed with the Atlantic Council will be involved in the day-to-day operations of and logistical support for the South Asia Center's Pakistan Initiative.
- This involves administrative work; support for Pakistan-focused as well as regional events, publications, and programming; coordinating (social) media outreach and communications needs with the broader organization and external partners; and providing research support as needed to SAC staff and senior fellows (with an emphasis on US-Pakistan projects).
- The selected candidate will work closely with the Pakistan Initiative director, SAC senior director, SAC assistant director, and other members of the team, as well as colleagues across the Atlantic Council.
- The ideal candidate will have a proven ability to communicate effectively, excellent administrative and organizational skills, high attention to detail, and collaborative disposition.

Job responsibilities:

- Help advance the Pakistan Initiative by providing new ideas for high-impact activities & initiatives.
- Assist the Center in day-to-day communications & outreach needs to media; work with external consultants, senior fellows, and peers to expand presence and reach of Pakistan Initiative and SAC
- Provide research, administrative, and logistical assistance to SAC staff as well as senior fellows.
- Contribute to ongoing Pakistan-focused projects, including the planning and execution of meetings and events, drafting memos, fulfilling administrative tasks, and other activities as needed.
- Help organize expert briefings, private roundtables, and webinars with stakeholders in multilateral organizations, financial institutions, government, and the private sector.
- Produce relevant summaries of meetings for internal record keeping & external knowledge sharing.
- Assist the team with special projects as needed.
- Publish at least one (1) blog post through the Atlantic Council, ideally focusing on Pakistan affairs.
- Lead at least one event between the South Asia Center and the American Pakistan Foundation.

Qualifications:
- Candidate is at least a rising senior working towards a degree in international affairs, public policy, business administration, communications, or a related field.
- Coursework and academic projects related to Pakistan and South Asian affairs, as well as a demonstrated ability to work efficiently and collaboratively.
- Proficient English-language writing skills and superior communication skills. Urdu and/or other regional languages a plus.
- Self-starter who can balance multiple tasks in a fast-paced environment

General Requirements:
- Fellows must participate in all required meetings and briefings for fellowship.
- Fellows must participate in APF weekly check-in to provide an update on their projects.
- Fellows must write an article for the APF website, provide a testimonial about their experience, and present their work in a webinar to the APF Leadership Council and Board of Directors.
- Excellent organizational, logistical, and administrative skills.
- Research and writing skills in the areas of international relations or a related field.