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ORANGE COUNTY

Fellowship Descriptions

1. Grant Writing Fellow:

Secure funding for the World Affairs Council of Orange County by writing grant proposals and providing support materials. The grant writing fellow will also develop a diversified network of funding organizations.

Responsibilities:

- Responsible for conducting full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants
- Maintain current records in database and in paper files, including grant tracking and reporting

Qualifications and Skills:

- Senior in undergraduate school, recent graduate or a graduate student
- Strong written and communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors

2. Marketing Fellow:

Nonprofit organizations rely on consistent brand identity and the creation of collateral materials that further the reach of that brand. The marketing fellow will evaluate the WACOC's current brand identity and create materials to share about our work with the general public.

Responsibilities:

- Build and manage the World Affairs Council of Orange County's social media profiles and presence, including Facebook, Instagram and Twitter
- Research activities of Council members for social media platform reporting, including drafting Facebook, Instagram and Twitter posts for publications
- Research international affairs trends and global events as needed for website and social media platforms content
- Develop a social media and website strategy for the Council, and schedule content to keep WACOC online presence up to date



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- Optimize our marketing automations and lead nurturing process through email, content, and social channels
- Create, manage and run regular social promotions and campaigns and track their success
- Explore new ways to engage and identify new social networks to reach our target audience

Qualifications and Skills:

- Senior in undergraduate school, recent graduate or a graduate student
- Strong written and communication skills; ability to write clearly
- Creative thinker- ability to take initiative and think outside the box!
- Prior experience in using social media (Facebook, Instagram, etc)
- Prior experience in creating campaigns for social media
- Graphic Design skills preferred

3. Operations Fellow:

Assist the Operations Department in data management, office management and administrative tasks. The WACOC strives to continually improve our operational efficiency by upgrading our technology. This fellow can play an important role in suggesting possible solutions to users' problems. The operations fellow will be reporting to the Operations manager and Executive Director

Responsibilities:

- Assist the operations department in performing data entry, clean up of existing data, and other maintenance tasks within our data base. By mastering advances data management functions within FileMaker Pro, the fellow will assist the department in keeping our records relevant and useful
- Research possible enhancements to our database, scheduling, communications, and other Council technology.
- Develop documentation for staff on how to use various business technology and assist in compiling operations procedures
- Evaluate current data base and technology and identify system that would best address Council needs
- Assist WACOC Executive Board Committee chairs and staff on ad-hoc basis

Qualifications and Skills:

- Senior in undergraduate school, recent graduate or a graduate student
- Great communication, interpersonal, and organizational skills
- Efficient in documentation and compiling resources for data management
- Experience with various data bases for nonprofits- Salesforce experience preferred
- Critical thinking and problem solving



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4. Communications Fellow:

Communications are key to the success of any nonprofit organization and are particularly important for building the community of a membership organization. The communications fellow will help develop a sustainable communications strategy for the WACOC, oversee and contribute to the organization's quarterly newsletter, and develop communications templates.

Responsibilities:

- Research activities of Council members for newsletter. Possible member interviews regarding current events and other surveys/polls
- Assist Operations Department in implementing new communications strategies, managing and expanding media contact lists, and tracking media requests and interactions
- Research international affairs trends, global events, community partner events and other World Affairs Councils as needed for reaching out to the members via e-mail and social media
- Proofread and edit World Affairs Council publications and member correspondence on an ad-hoc basis
- Develop communications templates

Qualifications and Skills:

- Senior in undergraduate school, recent graduate or a graduate student
- Prior experience with e-mail systems (MailChimp, Constant Contact, etc.) preferred.
- Strong written and communication skills; ability to write clearly
- Strong organizational skills and ability to multitask
- Strong ability to set and follow deadlines
- Experience with Microsoft Publisher preferred