

**American Pakistan Foundation Pakistan Fellowship  
Summer 2024 Placement with the Atlantic Council's South Asia Center (SAC)**

Position Description, Responsibilities, Qualifications

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

The selected candidate will receive a stipend of \$2,500.

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

**Selection Process:**

- All applicants must submit a resume, cover letter and provide a writing sample.
- APF and SAC will jointly pre-screen candidates. SAC and APF will together interview candidates who move on to the next round. Final decisions will be made by APF and the Atlantic Council.

**Application Deadline:** April 5

**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 support for the South Asia Center, with an emphasis on its 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 Senior Director, Pakistan Initiative Director, Associate Director, and other members of the team, as well as colleagues across the Atlantic Council.
- The selected candidate will also lead on a research project, with the focus pre-determined by the APF and SAC teams, to be completed during the fellowship and presented at its conclusion to APF and Atlantic Council members.
- The ideal candidate will have a proven ability to communicate effectively, excellent administrative and organizational skills, high attention to detail, and a 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.
- Lead on a research project to be completed during the fellowship and presented at its conclusion to APF and Atlantic Council members.

**Qualifications:**

- Candidate is at least a rising senior or current graduate student working towards a degree in international affairs, public policy, business administration, communications, or a related field.
- Coursework and academic projects preferably 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.