



PASS

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PASS Fellow—VantagePoints

About PASS

PASS is a flexible strategic consultancy partnering with a variety of stakeholders around the world to achieve shared global goals. PASS offers services in Resource Generation, Strategy & Governance, and Programmatic Consulting to leading social impact actors around the world—to reach our shared goal of achieving real and lasting social value at this uncertain time in human history.

Fellowship Summary

The PASS Fellowship is a professional development opportunity for recent graduates, young professionals, and emerging practitioners and leaders in the field of global social impact. PASS Fellows may be recent graduates of BA or MA programs in International Development, International Affairs, Public Health, Nonprofit Management, Economics, and other relevant disciplines. Or, PASS Fellows are mid-career professionals in a variety of fields looking to transition into the field of international social impact. PASS Fellows work on a specific project with clearly articulated goals and outputs.

The PASS Fellow for VantagePoints will help implement and improve the strategy for “VantagePoints,” the thought-leadership platform of PASS. Each PASS Fellow will serve a term of 4 months.

General Accountabilities

Content Generation. Generate, edit, and curate content for VantagePoints:

- ▶ Understand the editorial approach of VantagePoints
- ▶ Solicit articles and interviews
- ▶ Edit articles and interviews
- ▶ Develop two articles per month
- ▶ Work with the PASS team to improve VantagePoints editorial approach

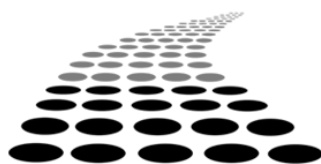
Media Strategy. Create a plan for VantagePoints

- ▶ updates the status of completed tasks in project logs
- ▶ Strategize VantagePoints as an independent service

Qualifications

- ▶ Bachelor’s degree (B.A.), Master’s degree or equivalent preferred
- ▶ Excellent written and verbal communication in English, including advanced proficiency in grammar, editing, and proofreading

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- ▶ Proficiency in other languages is a plus
- ▶ Experience and interest in global affairs and global trends/affairs
- ▶ Knowledge of digital communication platforms
- ▶ Ability to handle multiple tasks simultaneously in a deadline-oriented environment
- ▶ Ability to handle confidential information with discretion
- ▶ Attention to detail and strong organizational skills
- ▶ Confidence to interact with executives with professionalism
- ▶ Flexible and interested in a challenging variety of assignments
- ▶ Resourceful and enjoys problem solving
- ▶ Above-average proficiency with Microsoft Office (Word, Excel, Outlook, and PowerPoint) is required; experience with Google Applications is a plus

Benefits

- ▶ Full membership in PASSworks coworking office in Old Town, Alexandria (see PASSworks.net for full benefits of PASSworks membership)
- ▶ Monthly Honorarium of \$1,000/month
- ▶ Professional development opportunities

Please send resume and 1-page cover letter in Word or PDF format to info@pass-usa.net with the subject "PASS Fellow: VantagePoints"

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