

SPITFIRE INTERNSHIP

The internship will provide a better understanding of the public relations field, specifically as it pertains to services for nonprofits.

Internship activities will include a mix of:

- Creating media lists that demonstrate a solid understanding of the media as well as understanding of the client's issue and how it is to be positioned in the media
- Compiling media clips for clients and regularly identifying opportunities for clients to strengthen their position by responding to select clips
- Actively participating in internal client brainstorming sessions and contributing ideas to projects
- Taking notes at planning meetings that project lead can turn into outline for communications plan
- Coordinating mailings and assembling meeting or training packets
- Creating PowerPoint presentations according to Spitfire guidelines
- Copy editing and drafting materials and internal memos that adhere to AP and Spitfire Style guides
- Other duties as assigned

All candidates must have a bachelor's degree or be in their final semester/trimester of college. Candidates should have at least three to six months of office experience or related experience, or have held a previous full-time internship.

This is traditionally a full-time position for applicants that are not current students; however, we would consider an alternative schedule that falls within Spitfire's office hours (8 a.m. – 5 p.m. in San Francisco, CA). Interns who are still in college will be expected to work at least 30 hours a week and be present Monday through Friday each week. An adjusted daily schedule may be accommodated to allow for class schedules if the above requirements are met.

Other qualifications include:

- Knowledge of current events;
- Excellent oral and written communications skills;
- Proven ability to meet deadlines, juggle multiple projects and work independently in a fast-paced office;
- Expertise in using MS Office software and Internet research tools (knowledge of Lexis-Nexis and Cision Public Relations software a plus); and
- A demonstrated interest in helping to promote positive social change.

This is a paid internship with a minimum three-month commitment. Spitfire has a history of hiring successful interns if an appropriate position is available upon completion of the internship.





Spitfire Strategies is committed to having a workforce that reflects diversity at all levels within the organization. We recognize the importance of not viewing individuals based on a single identity and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability, and other social identities to apply.