

SUMMER 2021 INTERNSHIP

Spitfire is seeking an intern to join our team to advance racial, economic and social justice, protect the environment and expand opportunity for all. Spitfire's values are rooted in one core principle: everyone belongs and has the power to spark change. Our work mirrors this. We're relentless in our pursuit of opportunities to represent the best interests of people and the planet – whether that takes us into communities, across the country, or around the world. Our team of professionals stands ready to bring – and tap into – diverse perspectives, experiences and expertise to tackle the most critical social and environmental issues of our time.

The internship is a unique opportunity to gain hands on experience in public interest communications. You'll learn from [our team of experts](#) how to support progressive nonprofits and foundations spark change. We care deeply about providing our interns with a rich professional experience. You'll develop skills and build connections that will support you in your future career.

Location

Applications will be accepted from candidates in the Mountain or Pacific Time zones. The 2021 Summer Internship is expected to begin as a remote work opportunity and may be completed remotely. Should a local Spitfire office reopen during the internship period, the intern will be invited to work onsite with Spitfire staff.

Internship Activities

Our interns will undertake the following learning tasks that directly support our clients:

- Building lists of relevant reporters to advance a client's interest;
- Compiling press and media clips for clients and regularly identifying opportunities for clients to strengthen their position by responding to select news stories;
- Crafting digital toolkits and social media content;
- Participating in internal brainstorming sessions and contributing ideas;
- Researching articles and reports to gather insights and inform strategic planning meetings and client deliverables;
- Taking notes at internal and external meetings;
- Coordinating mailings and assembling packets for client meetings or trainings;
- Scheduling internal and client meetings;
- Participating in peer-pod and internal committees (e.g., digital, editorial, EDI)
- Creating PowerPoint presentations for trainings and webinars;
- Copy editing and drafting materials that adhere to AP Style and the Spitfire Style Guide, and
- Other duties as assigned.

Anticipated Qualifications

- All candidates must have two years of post-high school studies. Candidates should have at least three to six months of office experience or related experience, or have held a previous internship;
- Knowledge of current events;
- Good oral and written communication skills that contribute to strong interpersonal working relationships;



- Proficiency in Microsoft Office software and internet research tools (MS Teams, Cision, Meltwater and Sprout Social is a plus, but not required), and
- A demonstrated interest in driving positive social change.

Internship Term

The start and end dates of the internship are negotiable; however, we anticipate the internship will start around mid-May 2021 for a three-month period.

Compensation

This internship is paid at a rate of \$18 per hour and is capped at 40 hours per week with a minimum three-month commitment.

How to Apply

To be considered in the first round of applicants, **please apply by 5 p.m. PST on Friday, April 16, 2021**. To apply, submit a resume and cover letter to internships@spitfirestrategies.com noting the position title in the subject line.

No phone calls, please.

Equal Opportunity Employer

Spitfire Strategies is committed to maintaining and promoting a workforce that reflects diversity at all levels of the organization. We strive to build a work environment that stimulates positive change and more fully reflects the clients we serve. We are an equal opportunity employer. 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.

Spitfire encourages applications from all qualified individuals without regard to race, color, ethnicity, religion, national origin, sex, pregnancy, sexual orientation, gender identity and expression, age, veteran status, marital status, disability (including mental disabilities, learning disabilities and history of disabilities), genetic information, record of arrest or conviction or any other basis prohibited by applicable federal, state, or local law. If you are driven to pursue social justice, fight xenophobia, support an equitable society for all people and defend human rights, we encourage you to apply.