

SPRING 2019 INTERNSHIP

Spitfire is seeking an intern to join our San Francisco, CA office and another for our Washington, DC 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.

Internship Activities

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

- Building list 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;
- 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 communication skills that contribute to strong interpersonal working relationships;
- Proficiency in Microsoft Office software and internet research tools (knowledge of Lexis-Nexis, Cision, Slack and NUVI 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. We hope, however, that the selected candidates will start in mid-January and end in late- May.

Location

This position is based out of Spitfire's Washington, DC or San Francisco office.

Compensation

This internship is paid at a rate of \$18 per hour and is capped at 40 hours per week (no more than 8 hours per day for CA-based interns) with a minimum three-month commitment. Please note that both offices are within easy access to public transit.

How to Apply

To apply, submit a resume and cover letter to internships@spitfirestrategies.com noting position title and location preference in the subject line.

No phone calls, please.

Equal Opportunity Employer

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.