

HPS Public Affairs Paid Internship – Summer 2020

Description of Company:

Hamilton Place Strategies (HPS) is an analytical public affairs consulting firm. HPS uses substantive analysis to understand complex topics, and creative public affairs tools to explain issues to target audiences and reach critical stakeholders. We achieve our clients' goals by enhancing understanding of issues, products, and companies, and ultimately, improving outcomes.

HPS is engaged at the highest levels on issues such as the future of work, the role of finance in the global economy, the value of immigration to growth, improving cross-border policy to facilitate trade, modernizing tax policy, and other issues across a broad range of sectors.

Summary of Position:

HPS is seeking **full-time paid interns** for summer 2020 to support the operations of the firm. Interns work on client teams and support internal projects with associates, directors, and partners. They provide significant support to the work that we do and learn what it's like to work in a fun, fast-paced, and challenging environment. A successful candidate is a high-achieving leader with intellectual curiosity and an interest in policy and public affairs.

Duties & Responsibilities:

- Draft press releases, op-eds, blog posts, and memos
- Draft content for social media platforms
- Build and maintain media lists
- Conduct daily research for policy issues
- Pull census data and economic policy data
- Conduct analytical research
- Monitor ongoing current events related to financial economic policy
- Provide support for executing events, including press conferences, and speaking engagements
- Assist in day-to-day administrative tasks as necessary

Qualifications:

- Rising undergraduate senior (graduating in 2021) working toward a degree in Political Science/Government, Public Policy, Economics, Journalism, Business or related field
- Previous internship experience at an agency, publicly-traded company, media outlet, or in politics or government
- Experience conducting research and performing financial or economic analysis, writing and distilling complex ideas and concepts into a digestible format
- Familiarity with business, economics, politics and the legislative process, expertise and interest in a specific policy field a plus
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office Suite to include Word, Excel, and PowerPoint
- Strong attention to detail
- Ability to take initiative
- Strong organizational skills
- Ability to work independently as well as a member of a team
- Problem-solving skills
- Demonstrated ability to prioritize multiple, competing priorities
- Desire to work in a fast-paced environment

- Ability to work 40 hours per week
- Ability to commit to internship from early June through August 2020

Benefits:

- Excellent environment for learning and growth
- Frequent firm-wide social events and activities
- Knowledge Meeting lunches with all staff on a variety of topics

Deadline: The internship application will close on Friday, January 31 at 5:00pm.

Frequently Asked Questions (FAQs): Please see [here](#) for a list of FAQs about the summer internship program, including a link to sign up for a virtual information session on January 22nd.

To apply, please visit our Careers page on our website:
www.hamiltonplacestrategies.com/careers.