

**Associate****Location:** Washington, D.C.**Website:** [www.hattaway.com](http://www.hattaway.com)

Hattaway Communications, Inc., a Washington, DC –based strategic communications firm, helps visionary leaders and organizations achieve ambitious goals that benefit people and the planet. We work with high-profile clients in politics, government, advocacy, philanthropy and business. We offer our clients a full range of communications products and services, from research, strategy, and message development to fully integrated campaigns that utilize advertising, new media, news media and other tools. We're a team of innovators, seeking to revolutionize the way progressives communicate. Our work draws on tools and techniques from business, politics, social psychology, visual design, grassroots organizing and social media.

We are seeking an **Associate** with 2-3 years of experience, who is a skilled writer and detail-oriented project manager. We're particularly interested in people with diverse experience in marketing, politics, journalism and related fields.

**Job Description**

This position offers a great opportunity to break into a leading, national communications firm with great clients and a meaningful mission. You will work on teams with fellow associates, directors and senior staff to conduct research, design smart strategies, craft messages, and produce a wide variety of content for campaigns. Top-notch writing skills are essential, as you will help draft and edit everything from research reports and communications strategies to message manuals, press releases, ad copy and social media content. Attention to detail is critical, as you will help manage project logistics and workflow from intake to exit. Hattaway Communications offers an exciting, fast-paced environment that puts a premium on learning, innovation and impact. We are looking for a team player with a good sense of humor and commitment to excellence.

**Responsibilities**

- Help produce a variety of products for branding, marketing, consulting, advertising, public affairs, media relations, thought leadership and social media.
- Collaborate with a team of researchers, information designers and other communications professionals to produce high-quality analytical, strategic and creative content.
- Take initiative in supporting project managers, including administrative tasks, scheduling, research and other tasks, as needed.

- Manage multiple projects while meeting deadlines, producing high-quality work, and maintaining a positive attitude.
- Interact professionally with clients and subcontractors, exhibiting good interpersonal and presentation skills.
- Internalize the firm's mission and goals and commit to the highest standards of quality.
- Take advantage of professional development opportunities, such as mentoring and training.

## **Qualifications**

- Portfolio with a variety of high-quality writing samples, such as: research briefs, op-eds, reports, brochures, scripts, marketing collateral, speeches, press releases, and or/white papers.
- 2-3 years experience working in advocacy, government, politics, philanthropy, marketing and/or journalism.
- Bachelor's degree. Training in marketing, journalism, communications, psychology and related fields is a plus.
- Proven ability to manage projects from beginning to end, meeting high quality standards and deadlines.
- Deep interest in progressive issues with a desire to grow within a dynamic firm.

Salary and benefits commensurate with experience.

Please send cover letter, resume, writing samples and salary requirements to: [settleson@verizon.net](mailto:settleson@verizon.net), subject line: HC Associate.

No phone calls, please.