

## **Internship**

**Location: Washington D.C.**

**Website: [www.hattaway.com](http://www.hattaway.com)**

## **ABOUT US**

Hattaway Communications, a strategic communications firm, seeks responsible, self-motivated and detail-oriented interns to join our team of communications professionals. Our firm's mission is to help 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 clean energy.

## **JOB DESCRIPTION**

Interns will assist in the development of communications products and services, including research, strategy, message development, and fully integrated communications campaigns that utilize advertising, social media, grassroots organizing and other tools. Interns will serve on project teams, but also perform administrative tasks.

Interns will have the opportunity to:

- Perform background research on major issues, including content analysis of news coverage and online content
- Assist in conducting qualitative research and perform basic quantitative data analysis
- Draft research products, strategy documents and marketing materials
- Produce and post content on social media platforms
- Produce visual presentations and client work products
- Assist with administrative tasks, as needed

Qualifications:

- A BA or advanced degree in a relevant field (or currently enrolled in a 4-year university program)
- Excellent writing, interpersonal and organizational skills
- Attention to detail and ability to meet tight deadlines
- Research experience (qualitative and/or quantitative) preferred
- Positive, professional and collegial attitude

We are accepting applications for the fall, and applications will be reviewed on a rolling basis. Please indicate your availability (timeframe and hours/week) and interests in your cover letter or resume. Interns will be paid a stipend commensurate with their skills and experience.

Send cover letters and resumes to [hr@hattaway.com](mailto:hr@hattaway.com) with the subject "Internship." No phone calls, please.