Spring Public Affairs Internship  
Hamilton Place Strategies

**Position Type:** Entry Level (Full-Time), Internship (Fall or Spring Part-Time)

**Job Location(s):** Washington, District of Columbia (United States)

**Description:**

Hamilton Place Strategies is a policy and public affairs consulting firm based in Washington, DC, providing analysis, communications, and advocacy solutions at the intersection of government, business, and media. HPS is seeking full-time paid interns to support the operations of the firm, including working on teams to support a number of clients in our portfolio. Interns at HPS have the opportunity to 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. The successful candidate will have strong leadership ability, some related internship experience, and be a curious, proactive, high-achieving student or recent graduate interested in policy and public affairs.

**Duties and Responsibilities:**

- 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
- Build and maintain media lists
- Draft press releases, op-eds, blog posts, and memos
- Provide support for executing events, including press conferences, and speaking engagements
- Draft content for social media platforms
- Assist in day-to-day management of the office, helping staff the front desk, answer phone calls, route mail, and stock supplies as necessary

**Qualifications:**

- Undergraduate junior, senior, or recent graduate with a degree in Political Science/Government, Business, Economics, Journalism or related field
- 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 for at least 3 months beginning in January

**Benefits:**

- Stipend for public transportation
- Frequent firm-wide social events and activities
- Excellent environment for learning and growth

**Job Function:** Consulting
Position Type: Internship (Fall or Spring Part-Time)

Desired Major(s): All Majors

Location: Washington, District of Columbia (United States)

Description: The Center for the Study of the Presidency and Congress is a unique nonpartisan, nonprofit policy and education organization that applies strategic thinking and the leadership lessons of history to critical national challenges and opportunities.

Drawing from a range of professions and political ideologies, the Center collaborates with the best minds in government, trade, and academia to serve on its policy working groups and education programs.

The research department of the Center for the Study of the Presidency and Congress is currently offering unpaid internships for students with a demonstrated interest in the Presidency and U.S. government policy. Center internships offer motivated students the opportunity to assist in the development of programmatic elements such as publications, event planning, research, and nonprofit development, while working in a small, fast-paced think tank.

Interns will work closely with senior CSPC staff; while interns are assigned a primary project to work on during their time at the Center based on their experience and qualifications, they also have the opportunity to participate in a variety of Center activities and operations during their internship.

Examples of issue areas include:
- Cybersecurity
- Latin America
- National Security Policy
- American History
- Tax Reform
- Global financial contingencies
- Government transformation and political reform
- Long-Term National Strategy

Professional responsibilities may also include:
- Working with experienced policymakers and former government officials;
- Drafting policy briefs;
- Conducting research and writing to support policy analysis and other Center projects;
- Helping to organize meetings with Presidential scholars, Congressional staff, and Ambassadors;
- Assisting with conferences, publications and public relations outreach;

Internship applicants must maintain a high standard of work in a fast-paced environment and be detail-oriented, able to multi-task, and eager to learn. Students in all majors are welcome to apply,
especially those studying political science, history, international relations, economics, business, or journalism.

It is preferable that interns work Monday-Friday, 9:00 a.m. to 5:00 pm; exceptions are made on a case-by-case basis. Internship start and end dates are flexible based on the student's schedule.

To apply for an internship, please send the following materials to hurst.renner@thepresidency.org:
- A cover letter indicating your availability (number of days of a week available to work, and approximate start and end dates);
- Your resume

Applications are accepted on a rolling basis. Due to the volume of applications received, the Center will only contact those selected for interviews.

More information can be found at www.thePresidency.org or by contacting Hurst Renner, Research Assistant to the President & CEO, Hurst.Renner@thepresidency.org or 202-872-9800.

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<th>Job Function</th>
<th>Administrative/Support Services, Management/Administration, Research</th>
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<td>Desired Class Level(s)</td>
<td>Sophomore, Junior, Senior</td>
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