

Forbes Tate Partners

Public Affairs (PA) Internship Application

Fall 2022

About Forbes Tate Partners

Forbes Tate Partners (FTP) is a bipartisan, full-service public affairs consultancy specializing in government relations, grassroots advocacy, strategic communications, and business development. Our seasoned team works together closely to consistently meet clients' needs and expectations. FTP has a proven record of generating positive results for our clients.

Our firm includes a robust research and policy analysis team to complement our government relations and public affairs Partners. Our research team provides clients with legislative research and tracking, help developing Hill and other engagement materials, memos on key hearings and markups, and real-time updates for major events, such as future vote-a-ramas and key election race coverage.

Program Description

The FTP internship program offers students and recent graduates substantive, practical and hands-on experience working at the nexus between the public and private sectors. Our program exposes interns to the daily workings of a highly reputable government relations and public affairs firm and affords them the opportunity to work specifically with our Public Affairs team. Interns will conduct research, monitor the news cycle, write analyses, draft earned and social media content, and assist principals with client-facing projects. Interns should have an interest in both traditional and digital communications.

Fall 2022 Program Details

- Start Date: September 6, 2022
- End Date: December 16, 2022 (flexible)
- Schedule: Monday through Friday, 8am to 4pm ET. Must be able to work 32-40 hours per week. **Please do not apply if you are unable to meet this requirement.**
- Salary: \$16.10/hour
- Location: **This internship is based in Washington, DC.** Interns will work from the FTP office Monday-Wednesday and work from home Thursday-Friday.

Qualifications

Ideal applicants have experience in media, communications, federal government, or public policy. They must have a keen attention to detail and exceptional writing abilities and interpersonal skills. Political experience, including work on Capitol Hill, within the executive branch, in-state/district offices or political campaigns, is preferred. FTP is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Diverse candidates are strongly encouraged to apply.

To Apply

Interested candidates should send application, resume, cover letter, and two professional writing samples (three pages maximum per sample), to Internprogram@forbes-tate.com, with the subject "Internship Program – Fall 2022". Emails should be addressed to the Intern Program Director. No calls or faxes please. Only qualified candidates will be contacted for an interview.

Applications will be assessed on a rolling basis until all spots are filled. Final day to submit applications is **August 5, 2022. Incomplete applications will not be reviewed.**

Personal Information

Name _____ Age _____ DOB _____
Address _____ City/State _____ Zip _____
Contact Number _____ Email Address _____

Education

College/University _____ Graduation Date _____
Current Year or Post/Recent Graduate _____ Cumulative GPA _____
Degree Program (ex. Bachelor of Arts in History) _____

Will You Be Taking Classes During This Session (Y/N)? _____ **If yes**, please include your **CONFIRMED** class schedule along with this application. If your schedule is unconfirmed, please note when you will have a final class schedule.

Career Goals (300 words or less):

How Did You Find Out About Our Program? _____
Ex: Our Website, Brad Traverse/Tom Manatos, College, Current or Former Staff Member or Intern (write name), etc.

List any academic and extracurricular clubs and organizations, professional societies, honor societies, etc.:

Earliest Start Date _____ Weekly Availability (ex: Mon – Fri 9am – 5pm) _____

References

Please list two professional or academic references' contact information below (Name, Title, Phone & Email).

Voluntary Questionnaire for EEOC Reporting

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Forbes Tate Partners.

GENDER (Please check one of the options below):

Male

Female

RACE/ETHNICITY (Please check one of the descriptions below corresponding to the ethnic group with which you identify):

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

I do not wish to disclose.