

Forbes Tate Partners

Insights Internship Application

Spring 2023

About Forbes Tate Partners

Forbes Tate Partners (FTP) is a full-service public affairs consultancy specializing in bipartisan federal and state government relations, strategic communications, grassroots and grassroots advocacy, issue campaigns, and corporate development. As a mid-sized firm, we have the breadth and depth of personnel and experience to manage a portfolio of over 100 clients, but also the flexibility to provide our clients with attentive and highly personalized support.

FTP offers robust audience insights to help develop and execute campaigns and measure progress toward success. From campaign planning to message development to execution – and every step in between – there are more opportunities for insights and measurement than ever before. Everything we do is oriented toward direct decision-making that helps advance our clients' goals. We recommend and conduct research only when we are confident that additional insights will be directly actionable and useful.

Our team uses a full suite of tools and approaches, including qualitative and quantitative opinion research, social and earned media analysis, and advanced campaign analytics to be sure that you target the right audiences with the best message delivered most effectively. If a campaign tactic is working, our insights help improve it — and if it's not, our findings inform our course corrections.

Program Description

Our insights practice is expanding rapidly and offers a broad array of work opportunities. Interns will receive guidance and mentorship from the insights team throughout the program. Responsibilities may include:

- Presentation development and data visualization.
- Summarize and outline findings following focus groups, polls, or other data analysis to help clients and colleagues understand and apply research findings.
- Contribute to the development of media analysis, survey design, and focus group facilitation.
- Assist with coordinating details for focus groups and managing fielding of polls.
- Conduct media tracking by following events and stories close to our clients and colleagues.
- Develop and understand media measurement, opinion measurement, and how it correlates to campaigns and initiatives.

Spring 2023 Program Details

- Start Date: January 9, 2023
- End Date: May 19, 2023 (flexible)
- Schedule: Monday through Friday, 9am to 5pm 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, but we will consider remote candidates.** 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 resume, cover letter, and two professional writing samples (three pages maximum per sample), to Internprogram@forbes-tate.com, with the subject "Internship Program – Spring 2023". 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. 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.