HPS Public Affairs Paid Internship – Summer 2018

Hamilton Place Strategies (HPS) is a non-partisan consulting firm that works on the most pressing economic public policy issues facing global leaders today. HPS is engaged at the highest levels on issues such as the future of work, the role of finance in the global economy, the value of immigration to growth, improving cross-border policy to facilitate trade, modernizing tax policy, and other issues across a broad range of sectors.

HPS is defined by an evidence-based analytical approach to communications. HPS uses a combination of analysis and communications to understand complex issues, explain these issues to target audiences, and persuade critical stakeholders. Our goal is to improve public understanding of issues, products, companies, and ultimately, decision-making.

HPS is seeking full-time paid interns for summer 2018 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 interested in policy and public affairs.

Duties & Responsibilities:

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

Qualifications:

- Rising undergraduate senior (graduating in 2019) working toward a degree in Political Science/Government, Public Policy, Economics, Journalism, Business or related field
- Previous internship experience at an agency, publicly-traded company, media outlet, or on the Hill/Administration
- Experience conducting research and performing financial or economic analysis, writing and distilling complex ideas and concepts into a digestible format
- Familiarity with business, economics, politics and the legislative process, expertise and interest in a specific policy field a plus
- 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 3-4 months beginning late May or early June 2018

Benefits:
• Stipend for public transportation
• Frequent firm-wide social events and activities
• Knowledge Meeting lunches with all staff on a variety of topics
• Excellent environment for learning and growth

Deadline: The internship application will close on Friday, January 26 at 5:00pm.

Frequently Asked Questions (FAQs): Please see here for a list of FAQs about the summer internship program, including a link to sign up for a virtual information session on January 17th.

To apply, please visit our Careers page on our website: www.hamiltonplacestrategies.com/careers.