



Job Title: Paid Internship

We are a dynamic, results-oriented Seattle-based strategic communications and advocacy firm with a strong D.C. presence, a global view and a growing list of world-class clients. Nyhus is a smart, strategic, collaborative and well-connected firm that operates at the intersection of business, government and the community. We work hard and deliver exceptional results for our clients. Included on Seattle Business Magazine's annual list of Washington's Best Companies to Work For, Nyhus is regarded as *the* up-and-coming agency in the Pacific Northwest. This is a unique opportunity to join an exceptional firm, poised for rapid growth.

Job Description

We are seeking interns to support our Public Affairs team in delivering superior results to our clients. Nyhus internships are developed to give broad exposure to an agency experience. Duties include behind-the-scenes support of the team on client-facing and internal initiatives and projects, including supporting the maintenance of media lists, speaking and awards programs and editorial calendars. Internships are hands-on and three months long. Interns are provided with an assigned manager, goals and expectations. Successful interns may have the opportunity to transition into a full time, salaried career at Nyhus.

Responsibilities

Client Relations

- Support client-facing public affairs team members on fast-moving, high-profile accounts
- Prep agendas, talking points, and other materials for client meetings

Media Relations

- Assist with pitching media where appropriate (local broadcast, online media, print etc.)

Writing

- Assist in drafting op-eds, fact sheets, talking points and other materials
- Work with other team members to develop messaging documents

Programs and Tactics

- Conduct research on a variety of topics
- Work with Account Coordinators to develop and maintain comprehensive stakeholder lists across multiple clients
- Support ongoing programs including stakeholder management, speaking and awards opportunities across several clients
- Support team in coordinating and facilitating special events

Internal and Administrative Activities

- Support team on internal activities

- Track billable time precisely and consistently

Utilization

- 100% billable
- Based on a minimum 40-hour work week

Qualifications

- BA/BS degree in political science, communications, or related field
- Basic understanding of public affairs strategies and tactics
- Exceptional written and oral communications skills
- Excellent organizational and time-management skills
- Ability to multitask effectively
- Strong attention to detail
- Basic understanding of major social media tools
- Strong analytical and problem-solving skills
- Solid judgment with regard to accuracy, responsiveness, integrity and discretion
- Team player, positive attitude and ability to self-motivate
- Ability to work well under deadlines and in high-pressure situations
- Solid computer skills with proficiency in PC-based systems, Microsoft Word, Outlook, PowerPoint and Excel
- Agency or political campaign experience required

Applicants may be required to take a writing test during the interview process.

To apply, please send your resume and three writing samples to careers@nyhus.com, indicating in the subject line the position for which you're applying. We respectfully ask that you refrain from calling about your application. We will contact you if we see a good fit.