THE REFOVICH INSTITUTE FOR NEW JERSEY POLITICS
Summer 2016 – Internship Form

Please complete this form and FAX back to (609) 896-7762

(1) Name of Company / Association / Organization ___Taft and Partners ____________

(2) Intern Coordinator ___Connie Ludwin_ (2a) Coordinator’s Email: connie@taftandpartners.com

(3) Location of Internship Lawrenceville, NJ (4) # of Summer 2016 Interns Accepted: 2

(5) Length of Summer Internship: 3 months (6) Required Hours/Week ___20__________

(7) Is there some type of salary or stipend? Yes (8) If so, how much? $13-15/hour based on experience

(9) What is the application process? (Please include deadlines, email address, phone number and other requirements. Feel free to attach additional pages.) Hiring immediately. Send resume to connie@taftandpartners.com

(10) Intern work areas: Clerical __x___ Research __x___ Errands __x___ Organizing __x___

(11) Please explain the work that will be required of the intern. ___See attached job description

(12) Will there be opportunities for the intern to observe:

Internal strategy sessions? ___yes___ Legislative sessions? ___no___ Committee meetings? no____

(12) Is the intern expected to work evenings and weekends? If so, please explain.

___no_________

(13) Do you have any suggestions for applicants? Excellent written and verbal skills required.
Job Title: Intern

Reports to: Director, Operations & Accounts

Summary: This position provides research, editing, writing, and social media support to clients; and assists with PR outreach and event support.

Skills:

- Demonstrated competence in research, writing, and proofreading written materials for clients
- An ability to find and accurately source credible information in support of communications deliverables
- Organizational, time management, and task prioritization skills
- Critical and creative thinking skills
- Mastery of Microsoft Office Suite, PowerPoint, and social media e.g. (Facebook, Twitter, etc.).
- Knowledge of Cision, InDesign or other video editing software, a plus.

Education/Experience:

Completion of at least 3 years towards a Bachelor’s degree in communications, public relations or related field required. Some experience in communications and client support, a plus.

Qualities:
This position calls for a quick learner who understands how personal tasks fit into the bigger picture; who is agreeable, conscientious, and cool under pressure; and who is eager to learn new things.

Responsibilities:

- Perform research on topics for white papers and internal communications for assigned clients
- Write early drafts of various communications: e.g. pitches, press releases, op-eds, speeches, blogs, social media posts etc. for assigned clients
- Write blogs and web copy, as needed
- Edit and proofread late-stage drafts of various communications
- Participate in planning meetings and routinely contribute ideas and/or suggestions
Job Description:

- Create targeted media lists using Cision and other more targeted research tools, e.g. Googlenews.
- Pitch reporters by email and occasionally by phone
- Set up interviews with reporters and clients
- Create media monitoring reports for clients
- Support aspects of client event planning, including event logistics and onsite assistance
- Light graphic design and video editing, as needed

I have read and agree to carry out the above stated duties and responsibilities.

__________________________________________  __________________________
Employee Signature                           Date

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.