



SAN DIEGO
5440 Morehouse Drive
Suite 1000
San Diego, CA 92121

(858) 452-0031
katzandassociates.com

Public Affairs Intern – San Diego, CA

About Katz & Associates:

Katz & Associates is a nationally-recognized communication consulting firm specializing in stakeholder outreach and public involvement programs for public sector clients. From water and public utilities, to energy, transportation, environmental sustainability and quality of life issues, we maintain a firm commitment to providing communication programs that create awareness about key issues that are of critical importance to communities. We help our clients communicate effectively about things that matter.

With locations in San Francisco, Los Angeles and headquarters in San Diego, we serve clients nationwide. We offer competitive compensation and the opportunity to work with a great team of practitioners on important projects.

Summary:

Katz & Associates is a public affairs and community relations firm, and we are looking for a paid full-time intern to join our corporate office in San Diego. We are looking for an intern who can take initiative; handle multiple tasks and fast-paced projects; meet the demands of several project managers; and get the job done with enthusiasm and a smile! This internship is a great opportunity to learn from some of the industry's leading experts.

Essential Duties and Responsibilities:

- Serve as general account support, including community relations, public involvement and strategic communication services.
- Assist with special event coordination and staffing, from small tent events to large-scale groundbreaking ceremonies.
- Assist with client-related research, media coverage tracking and stakeholder database development.
- Draft and proofread news releases, newsletter articles and other client materials as needed.
- Assist with general office administrative support.
- Candidate is required to work 40 hours per week, Monday through Friday. Assistance at occasional weekend or evening events may be needed.

Skills and Knowledge:

- Problem solving
- Proofreading
- Writing and editing
- Initiative
- Creativity
- Diplomacy
- Time management

Experience/Education:

- Bachelor's degree in related area preferred
- Three months related experience preferred; consulting experience a plus
- Proficiency in Microsoft Office (Word, Excel, Outlook, Publisher)
- Familiarity with Associated Press Style and standard rules of grammar
- Familiarity with government operations and local public agencies and NGOs
- Client service concepts

Other Requirements:

- This position requires 40 hours per week, Monday through Friday, assistance at occasional weekend or evening events may be needed
- Must possess driver's license, car, registration and insurance
- Some travel may be required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing duties of this job, the employee is regularly required to use hands, finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds, and occasionally lift/and or move up to 30

pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To Apply:

All interested candidates should send their resume and cover letter to internships@katzandassociates.com for consideration. Cover letter should indicate experience and interest in public involvement and outreach programs as well as salary requirements.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification.