Edelman Los Angeles
Public Affairs Internship

Job Description
Edelman’s Los Angeles office Public Affairs practice works with clients to influence public opinion, promote regulatory and legislative initiatives, build reputations, and manage issues. The Los Angeles Public Affairs team works for a variety of clients with interests in national, regional and local public affairs issues, particularly related to energy, environment and climate change. Founded in 1952, Edelman is the largest PR agency in Los Angeles and was recently recognized as the 2009 PR Agency of the Year by AdWeek.

As the Public Affairs team intern, he/she will be responsible for standard duties such as:

- Researching and managing stakeholder databases
- Helping draft press and collateral materials such as fact sheets, media briefing sheets, press releases, media pitches, media lists
- Assisting with media research, monitoring and coverage reports
- Conducting research for potential new business proposals
- Supporting a variety of admin duties such as maintaining the team’s code sheet and processing purchase orders

Qualities that we are looking for:

- Proactive – thinks about the “next step” and anticipates the needs of the team and client
- Effective communicator – asks questions, keeps team up-to-date on tasks
- Resourceful – creatively exhausts resources and utilizes various internal and external tools to answer questions
- Meets deadlines
- Solid PR writing and editing skills, knowledgeable with AP Style
- Familiarity with media research tools, such as Cision, is a plus
- Proficient in MS Word, Outlook, Excel, PowerPoint

This is a full-time position. Compensation is $10/hour.

To apply, please visit: