



BARBARY COAST CONSULTING

POSITION ANNOUNCEMENT: FALL INTERN

Barbary Coast Consulting is a full-service public affairs company based in San Francisco. Its diverse set of clients – for-profits, non-profits, government agencies, educational institutions, utilities, real estate interests, and technology companies – count on Barbary Coast Consulting to help them navigate the complex avenues of government relations, community outreach, messaging, political strategy, and media relations.

Working with our entire diverse team, the Fall Intern will function as a Jane or Jack of all trades. This individual will apply their superb research, writing, organizational, and creative skills to meet the varied needs of Barbary Coast Consulting's clients. Exposure to city leaders, a fast-paced environment, real responsibility, and an overall great learning experience are assured.

Duties & Responsibilities:

- ❖ Monitor print and television media for relevant political or client-related news
- ❖ Contribute to the maintenance of SFUsualSuspects.com, Barbary Coast Consulting's San Francisco political news website
- ❖ Make periodic trips to City Hall and other locations to collect or deliver information pertaining to Barbary Coast Consulting's client projects
- ❖ Organize and staff community meetings and public hearings as needed
- ❖ Conduct research related to local community organizations and their activities
- ❖ Maintain Barbary Coast Consulting's media contact database
- ❖ Accompany the firm's Executive Team and Project Managers to client meetings as appropriate
- ❖ Performing other duties as needed, including managing the front desk and handling incoming phone calls in order to support the Office Manager

Qualifications:

A qualified candidate will be enrolled in a 2 or 4-year college and maintain an average GPA of 3.0. We also encourage recent graduates to apply. A focus on or interest in political science, public policy, or communications and a demonstrated commitment to San Francisco are highly desirable. To be considered for this position, candidates must be available for a minimum of eight weeks of part-time work. Start and end dates are flexible. Candidates reaching the interview phase will be given a writing test.

Compensation:

College credit (if you do a good job and handle the necessary paperwork, we'll sign it) and/or a stipend. Plus, a Muni FastPass and unlimited access to the company massage chair, espresso machine, and refrigerator.

Contact:

Please submit a resume and cover letter to Jaime Salinas at salinas@barcoast.com to be considered for this position. Resumes and cover letters in PDF format are preferred. In your communication, please also include your earliest available start date and an accounting of previous commitments (e.g. extracurricular involvement, vacations) that may interfere with your internship at Barbary Coast Consulting. Applications will be reviewed on a rolling basis, with the process concluding upon the identification of a qualified candidate.