

Actum

STRATEGY EXECUTION OUTCOMES

JUNIOR ASSOCIATE PROGRAM JOB DESCRIPTION

Actum is an international, nonpartisan strategy consulting firm. The California offices work with business, government, and non-profit clients to serve strategic consulting, government relations, public relations, coalition building, digital and crisis management efforts. While the subject areas involved in our work range greatly from client to client, some frequent topics include health, education, energy, land use and planning, technology, entertainment, and labor issues.

Responsibilities

Actum is looking for responsible and self-motivated Junior Associates to assist our California offices. Junior Associates will support the California offices with day-to-day client work. This program is a wonderful opportunity to gain insight into the daily workings of a political consulting firm, as well as valuable experience working on policy, communication, and political issues. Responsibilities vary depending on the needs of each client, but Junior Associates will be expected to:

- Monitor media and news coverage relevant to clients
- Research a wide variety of policy and political issues
- Draft media and outreach materials such as press releases, issue summaries, social media content and advocacy letters
- Compile client specific media contact lists
- Develop collateral pieces, marketing materials, and event displays
- Watch government hearings to monitor client issues when necessary

Desired Qualifications:

- An interest in politics, communication, issue advocacy, or media relations
- Excellent verbal and written communication skills
- Strong research and critical thinking skills
- Proficiency with Microsoft Office Suite and social media sites (e.g. Facebook, YouTube and Twitter)
- Flexible schedule with a one-year commitment

Notes

- The Junior Associates are a part-time, temporary position
- The Position is open to undergraduate students, graduate students or recently graduated individuals
- Pay is \$15/hr
- The position will remain to be virtual and working from home at this time but preference is given to those individuals near Los Angeles, Sacramento and San Francisco.

Interested candidates should send their Cover Letter and link to a Virtual Resume¹ to Myda Castillo-Garcia at CAinternsupervisors@actumllc.com.

¹ Video Resumes should detail your experience, qualifications, skills and educational background as well as why you would fit this position. Please feel free to have creative liberty. We request video resumes be no longer than 3-4 minutes.