



CAPITOL PARTNERS, INC.

INTERN INFORMATION PACKET

ABOUT CAPITOL PARTNERS

Capitol Partners, Inc., founded in 1999, is a full service, Washington, D.C. based public affairs consulting firm which provides effective public affairs counsel and strategic guidance to a host of clients, including institutions of higher education, biotechnology companies, municipalities, public authorities, manufacturers, hospitals, museums, major businesses and not-for-profit organizations. We specialize in developing partnerships between our clients, Congress, and the federal government.

THE CAPITOL PARTNERS PHILOSOPHY

Over the past ten years, Capitol Partners has successfully represented clients by adhering to a philosophy that helps distinguish us from our competitors and ensures a high level of service and success.

Our Principals directly service our clients. This means that a Principal of the firm is in direct contact with each client and takes full responsibility for achieving the client's goals.

Capitol Partners is a task-oriented firm. We are most comfortable working on specific, well-defined objectives from start to finish, and projects that enhance the bottom line of our clients.

Capitol Partners maintains low overhead, thus enabling us to offer client services at reasonable rates. Capitol Partners is satisfied to have its compensation grow based on the record of success that is achieved for its clients.

Capitol Partners works as a team. Our clients have access to all of our available resources and all personnel have some role in our efforts.

Capitol Partners understands that significant long-term and sustainable results can only be achieved with the help of our clients' staff and leadership, and their participation in key events.

Capitol Partners is able to avoid the numerous conflicts which plague larger firms by limiting the number of clients we service, particularly within a specific geographic area that are seeking the same federal funds.

CAPITOL PARTNERS, INC INTERNSHIP PROGRAM

Capitol Partners Inc. needs and utilizes interns year round. If you want the advantages of working for a smaller firm—working directly with the President of the firm, attending congressional hearings on Capitol Hill and reporting back to members of the firm, and meaningful and interesting research and writing assignments to name a few, Capitol Partners Inc. might be the place for you.

REQUIREMENTS

At least a Junior or Senior (Graduate Students and Alumni welcome)
Public Affairs, International Relations and/or Political Science Major (or related field)
Strong research and writing skills
Computer/web/marketing skills are a plus, but *not* required

RESPONSIBILITIES

Conducting research, attending congressional hearings on the Hill and reporting back to firm about what occurred during these hearings. Researching and reporting on policy areas and congressional news, client follow up, potential client research, research for proposals, marketing, assist with website.
Some assistance with bookkeeping, handling some expenses, invoices, lobbying reports, etc.
Scheduling meetings, compiling itineraries, running errands, coordinating events, fundraisers, etc.

DURATION

Typically one semester

BENEFITS

Paid transportation to and from work
A paid meal a day

OUR CONTACT INFO

Phone: (202)223-2548

Fax: (202)223-2549

Email: info@capitol-partners.com

To apply, please email us with your resume, a cover letter, and a relevant writing sample.

Website: www.capitol-partners.com

Address: 1629 K St NW Ste 1250 Washington DC 20006

Our office is located near the corner of 17th and K Streets, near the Farragut North and Farragut West metro stations. The name of our building is the Davis Building.