



FORBES | TATE PARTNERS

Forbes Tate Partners is a government and public affairs consulting firm that provides bipartisan government and public affairs services. This experience introduces players to careers in lobbying, policy research, communications, and political insights. Be prepared to go from researching Senators on social media to networking with Congressman at fundraisers and everything in between!

PARTNER: Forbes Tate Partners, LLC

INDUSTRY: Legislation, Policy, Public Affairs, Communications

LOCATION: Washington, D.C

DATE: February 28 – March 18 (flexible & virtual)

Job Description & Responsibilities

An externship with Forbes Tate Partners (FTP) allows for hands-on experience working at the center of the public and private sectors on some of the biggest policy issues facing our country. Working closely with staff, you will learn the legislative process, communications best practices, and network with our firm staff who possess decades of experience serving in various capacities including in the White House, Congress, the Administration, and federal and state campaigns. You will use your analytical, research, and writing skills to support the firm's bipartisan professionals across a wide range of topic areas including healthcare, tax, energy, environment, financial services, and more.

You will be working with our Research, Public Affairs, and Insights teams on the following items:

- **Research legislative policies and track bills.**
- **Attend and report on virtual congressional hearings and briefings.**
- **Draft policy and congressional memos on a variety of topics.**
- **Monitor the news cycle.**

- **Draft social media content.**
- **Assist principals and staff with client facing projects.**
- **Learn alongside fellow young professionals with similar interests and career aspirations.**
- **Understand how lobbying and public affairs consulting plays a part in the political process.**

Schedule Overview

Our office is open Monday – Friday, 9am to 5pm ET, which are the expected working hours. Occasionally, events after hours may be scheduled but not mandatory. Externship will include client meetings (internal and external), professional development meetings, and one-on-ones with principal staff members.

Qualifications

- **Experience or interest in media, communications, federal government, or public policy.**
- **Keen attention to detail.**
- **Exceptional writing abilities and interpersonal skills.**
- **Strong research and writing abilities.**
- **Interest in Capitol Hill, within the executive branch, in-state/district offices, or political campaigns.**
- **Interest in traditional and digital communications.**
- **Ability to thrive in a fast-paced, high-pressure work environment.**

More About Forbes Tate Partners

Forbes Tate Partners (FTP) is a bipartisan, full-service public affairs consultancy specializing in government relations, grassroots advocacy, strategic communications, and business development. Our seasoned team works together closely to consistently meet clients' needs and expectations. FTP has a proven record of generating positive results for our clients.

FTP's public affairs practice helps our clients grow their profiles with the media and other non-governmental influencers. Our team offers an array of media outreach, message development, and media monitoring services. In addition, our grassroots and grassroots capabilities include strong ties to think tanks, trade associations, coalitions, and other entities throughout Washington and outside the beltway that influence federal policy.

9/7/21



Our firm also includes a robust research and policy analysis team, to complement our government relations and public affairs Partners. Our research team provides clients with legislative research and tracking, help developing Hill and other engagement materials, memos on key hearings and markups, and real-time updates for major events, such as a “vote-a-rama.”

The FTP team works together to leverage our diverse skills and relationships on behalf of our clients. Together, we give our clients the attention and advice they need, and the outcomes they seek.