



Ground Floor Public Affairs Fellowship Announcement

About Ground Floor

Ground Floor Public Affairs is a community outreach and government relations firm. We work with a variety of private, non-profit, and public sector clients. Ground Floor Principal Alex Tourk leverages over 25 years worth of experience working in government and politics in the Bay Area to deliver tangible results for our clients and is supported by a strong team of seasoned professionals who bring their own unique and diverse backgrounds. We specialize in building productive cross-sector partnerships and relationships between government, community, and business.

Ground Floor Fellows Program

Ground Floor seeks a summer fellow to join our team from June-August of 2023. Summer Fellows are responsible for managing and executing client projects under the close supervision of the firm's senior team. Fellows will gain valuable work experience, including specific training in areas related to the political and public affairs sectors. Additionally, fellows have an opportunity to begin building their professional networks during their time at Ground Floor. Our fellowship program prepares participants for full-time work in the public affairs industry, and may lead to additional opportunities at the company.

Key Responsibilities

- Support staff in the management of a dedicated portfolio of client accounts.
- Conduct research and prepare briefings for staff and principal.
- Draft client communications, including but not limited to research memos, press releases, and social media content.
- Organize and staff client events if applicable.
- Daily media summaries and weekly legislative meeting note taking.
- Attend networking and other industry events with Ground Floor staff.

Qualifications

- BA/BS degree or comparable work experience.
- Excellent written and oral communication skills.
- Strong organizational skills.
- Professional attitude and strong work ethic.
- Great at working in teams.
- Robust social media skills and experience running social media campaigns preferred.
- General knowledge of San Francisco and strong personal network a plus.

Start Date: June 1, 2023 or sooner

Time Commitment: approximately 20 hours/week. Flexible Schedule.

Salary: \$20/hr.

To apply, please email resume and cover letter to Lindsay Calderone, Chief of Staff: lindsay@gfpublicaffairs.com.

Ground Floor is an equal opportunity employer and encourages applicants of all races, colors, religions, genders, national origins, ages, disabilities, marital statuses, military statuses, sexual orientations or any other categories protected by federal, state, and local laws.