



## **Strategic Communications and Public Affairs Apprenticeship Opportunity**

Lucas Public Affairs, a strategic communications and public affairs firm located in downtown Sacramento, seeks qualified applicants for a full time, six month paid apprenticeship to assist with client work and general office responsibilities. Applicants must possess a bachelor's degree. Prior work or volunteer experience in government, communications, public affairs or related fields is a plus. The ideal candidate is smart, enthusiastic and looking to gain valuable public affairs experience.

### **Responsibilities:**

- Monitoring news media coverage for clients and key issues;
- Monitoring social media for trends and insight;
- Packaging media clip reports for delivery to clients;
- Creating and managing databases;
- Conducting research;
- Assisting with event planning and support;
- Monitoring legislative and policy hearings and lectures;
- Supporting administrative responsibilities, such as handling phones, filing and making travel arrangements;
- Supporting client work through writing assignments, report preparation and related duties.

### **Qualifications:**

- Interest and experience working in government, politics and communications;
- Strong verbal and written communication skills (previous experience writing public affairs or journalistic documents is a plus);
- Experience with Microsoft Office programs, Internet-based research and social media platforms;
- Ability to work effectively and efficiently in a fast-paced environment.
- Ability to work full time during weekday business hours (8:30 a.m. – 5:30 p.m.)

### **Core Values | Philosophy:**

Our core value as a strategic partner is defined not by what we do, but by what we help our clients achieve. Our guiding strategic principle: The pathway to positive change is paved with communications that capitalize on seeing what is possible – and what may unfold – down the line.

## Diversity Commitment & Vision:

LPA is an equal opportunity employer. LPA recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status and other protected status as required by applicable law. At LPA, we have a strategic vision: to be a diverse and inclusive community of passionate, talented people dedicated to delivering creative solutions for our clients. We believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, political affiliation and all the other enriching characteristics that make us different and inform our point of view.

To apply, please e-mail a cover letter and resume to [LPA@LucasPublicAffairs.com](mailto:LPA@LucasPublicAffairs.com) by **5:00 p.m. on Friday, May 3.**

Please visit our website to learn more about Lucas Public Affairs at [www.lucaspublicaffairs.com](http://www.lucaspublicaffairs.com).