

Fenton Communications

Communications Fellow – San Francisco or New York Office

One-Year Paid Fellowship

(Please forward widely)

Fenton Communications is hiring for a one-year, full-time paid communications fellowship to begin September 1, 2008 and end August 31, 2009. Fenton Communications is one of the leading public-interest strategic communications firms in the country with offices in Washington, D.C., San Francisco, and New York. We develop and execute strategic media campaigns on environmental, public health and social justice issues, including education reform, voting and democracy, lesbian, gay, bisexual and transgender rights, organized labor and women's rights.

The Communications Fellow will be responsible for executing media campaigns for Fenton Communications. He/she will work closely with public interest allies on a range of issues, including human rights, labor, public health and environmental protection, and women's rights. The person in this position will also work on an account focused on increasing diverse representations of American Muslims in the news media. This position will be based either in San Francisco or New York and may require some travel outside that region.

Essential Responsibilities/Duties:

- Developing and executing intermediate PR and campaign tactics, such as:
 - Pitching mid- to high-level reporters
 - Overseeing production of media lists and media summaries
 - Organizing and staffing press events and editorial board visits
 - Writing press releases and advisories, pitch memos, fact sheets, op-eds, etc.
 - Conducting research on account-related issues and funding sources
 - Conducting client relations on specific tasks such as expenditure approval
 - Securing endorsements for sign-on letters
 - Delegating tasks where appropriate
 - Drafting work plans and budgets for client accounts
 - Pursue professional development plan developed in conjunction with supervisor

Essential Qualifications:

Bachelor's degree in Public Relations, Communications, Advertising, Political Science or other applicable field, or demonstrated equivalent experience. 2-3 years experience in public-interest advocacy or campaigns, public affairs PR, social activism, or demonstrated equivalent experience. Excellent news sense and political savvy. Demonstrated ability to pitch and service clients. Extensive knowledge of print and electronic news media. Strong computer and Internet research skills. Ability to communicate clearly and effectively and to interact and perform in a fast-paced, team-oriented environment. **Required:** Understanding and cultural competency related to the American Muslim community and Islam, experience working with the American Muslim community and deep relationships with members of the American Muslim community in any of the following cities: New York, Washington, D.C., San Francisco, Los Angeles, Chicago, Detroit, Atlanta, Houston, and/or Seattle. **Preferred, But Not Required:** Written and Verbal Fluency in Farsi, Arabic, Urdu, Pashto, Spanish, and/or Cantonese/Mandarin.

Supervision: The Communications Fellow will report to an Account Director, Vice President or Senior Vice President.

Compensation: Competitive with benefits.

To apply: Send resume, cover letter, 3 writing samples, 3 references, and salary requirements to Hiring Committee-Fellow, Fenton Communications, 182 Second St., Suite 400, San Francisco, CA 94105. Fax: 415.901.0110. Email as attachment only to Fellow@fenton.com. Visit our Web site at www.fenton.com.

Women, people of color, Muslim and LGBT candidates are strongly encouraged to apply. Fenton Communications is an Equal Opportunity Employer.