

Sponsorship Insights Group (SIG) is a principle-centered, solutions-oriented sponsorship and marketing consultancy focused on providing value and efficiency for clients.

**Location**

Flexible; virtually-based

**Compensation**

Unpaid internship

**Position Summary**

Responsible for day-to-day assistance of promoting the Sponsorship Insights Group to potential clients, the media, and the general industry.

**Responsibilities**

The duties and responsibilities of the position may include assisting in daily activities, such as:

- Researching and identifying potential media opportunities, developing pitches, and initiating contact with media
- Reading and writing media alerts, press releases, etc.
- Assist in developing an electronic press kit for Sponsorship Insights Group
- Researching internet for sponsorship trends, assisting with monthly newsletter and blog
- Answering and initiating telephone calls

**Relevant Experience & Skills**

- Business/Marketing/Communications undergraduate student
- Interest in learning business of public relations and the sponsorship industry
- Advanced computer software skills, particularly MS Office Suite
- Superior communication skills

**Hours**

- 20-30 hrs/wk
- Flexible schedule

**To Apply:**

Qualified candidates should email a cover letter, resume and salary history to [jobs@sponsorshipinsights.com](mailto:jobs@sponsorshipinsights.com)