

Position Details

Position: Remote Business Operations Coordinator Intern

Pay: \$35 per hour

Schedule: Approximately 4 hours per day, Monday–Friday (flexible to accommodate academic schedules)

Location: Fully Remote (U.S. Only)

Employment Type: Paid Internship

About the Internship

The Business Operations Coordinator Intern supports Athelo Group’s internal operations across marketing, partnerships, and talent management functions. This role focuses on improving workflow efficiency, assisting with project coordination, and supporting cross-functional teams.

Interns will gain exposure to business operations in a sports agency environment while working on real internal systems and processes. Training and onboarding will be provided.

Typical Day Includes

- **Supporting project tracking and operational workflows**
- **Updating internal systems, spreadsheets, and databases**
- **Assisting with scheduling and coordination across teams**
- **Preparing reports, summaries, and presentation materials**
- **Supporting partnership and sponsorship operations**
- **Communicating with internal departments**

Key Responsibilities

- **Assist with business operations and workflow management**
- **Maintain organized digital records and documentation**
- **Support cross-functional project coordination**
- **Track deadlines and operational progress**
- **Provide administrative and operational support**

Internship Benefits

- **\$35/hour paid weekly**
- **Flexible remote schedule**
- **Structured onboarding and training**
- **Mentorship in business operations and sports agency management**
- **Exposure to marketing, partnerships, and talent operations**
- **Real-world experience in sports business infrastructure**

Who We're Looking For

- **Students or recent graduates interested in business, operations, sports, or project coordination**
- **Strong organizational and analytical skills**
- **Comfortable with spreadsheets and digital tools**
- **Detail-oriented and dependable**
- **Interest in sports business operations and strategy**