

Position Details

Position: Remote Talent Management Coordinator Intern

Pay: \$32 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 Talent Management Coordinator Intern supports Athelo Group’s athlete and talent operations, assisting with communication, scheduling, and partnership coordination. This role provides exposure to the sports talent management and athlete representation side of the industry.

Interns will work closely with internal teams to help manage athlete information, support outreach efforts, and assist with day-to-day coordination tasks. Training will be provided.

Typical Day Includes

- **Assisting with athlete and talent communications**
- **Updating internal databases and talent records**
- **Supporting scheduling and coordination activities**
- **Assisting with sponsorship and partnership tracking**
- **Organizing documents and project materials**
- **Communicating with internal team members**

Key Responsibilities

- **Support talent management and athlete relations operations**
- **Maintain accurate records and databases**
- **Assist with scheduling and coordination tasks**
- **Support partnership and sponsorship workflows**
- **Provide administrative and organizational support**

Internship Benefits

- **\$32/hour paid weekly**
- **Flexible remote schedule for students**
- **Structured onboarding and training**
- **Mentorship in talent management and sports business**
- **Exposure to athlete branding and sponsorship deals**
- **Real-world experience in sports agency operations**

Who We're Looking For

- **Students or recent graduates interested in sports, entertainment, communications, or organizational roles**
- **Strong organizational and interpersonal skills**
- **Comfortable handling confidential information**
- **Detail-oriented and reliable**
- **Interest in sports management and athlete representation**