

Account Team | Intern

Position Specifications

About SPI

Strategic Partnerships, Inc. (SPI) is a full-service, public-sector focused, consulting and research firm based in Austin, Texas. SPI specializes in government procurement consulting, governmental affairs services, and customized research. SPI is recognized as a pioneer in the business of partnering public and private entities for commercial purposes. To learn more about SPI, please visit www.spartnerships.com.

Summary

SPI is seeking one or more qualified candidates for a part-time intern position to support our Client Account Teams, communications/marketing initiatives, and administrative staff.

Job Responsibilities

- Provide administrative and logistical support to organization
- Provide Internet-based research services to newsletter editor
- Routinely monitor a defined set of Web sites and enter information into a database that supports Client Account Teams
- Assist Client Account Teams with phone and Internet-based activities.

Examples:

- Calling to coordinate/schedule meetings
 - Perform phone interviews with an established interview guide
 - Conduct Internet research with a specific goal
- Compile, synthesize, and present information needed to support the Client Account Team in fulfilling client obligations
 - Deliver relevant information to the Client Account Team in various formats, including data visualizations, reports, and slide decks

- Work with the communications/marketing team to develop engaging and interactive ways to present government data, trends, and other information relevant to the trillion-dollar government marketplace
- Perform other duties as assigned

Preferred Traits and Education

- Strong problem solving skills with the ability to identify and execute process improvements
- Demonstrated commitment to high-quality customer service interactions and consistent quality outputs – at least six months of customer service experience
- Ability to solve logistical-related issues and address client issues on a proactive basis
- Proven written and oral communication skills
- Self-motivated and ability to effectively handle multiple tasks
- Strong interpersonal, organization, and time-management skills
- Solid Web-based and computer skills, particularly internet searches and MS Office
- Familiarity with data/information visualization and basic HTML

How to Apply

Please e-mail a brief cover letter describing your interest in the position and resume to Imatisi@spartnerships.com. In the subject field of your email, please write *Application for Account Team - Intern*.