

## **Project Management Intern**

**Location:** Bryan-College Station (semi-remote)

**Hours:** Up to 25 Hours/Week

**Career Level:** College student (Junior level or above) or recent graduate

### **Please Note:**

This position requires around-the-clock flexibility. Sometimes, you'll be working (or need to be available) before or after hours, on weekends, holidays, etc. – and often on short notice. This includes responding to emails, texts and/or phone calls.

That's agency life, baby!

### **The Brief**

As a Project Management Intern for Satori, you'll gain real-world experience supporting creative campaigns and deliverables across multiple client accounts. You'll partner closely with our Project Manager (working remotely from College Station) and Account Services team to help keep everything on track—from timelines and tasks to files and follow-ups.

This is your opportunity to become a behind-the-scenes powerhouse, learning how projects actually move through a fast-paced agency from start to finish. Your job is to learn fast, ask smart questions, and take detailed notes that help the team and projects keep moving.

It's a 3- to 4-month crash course in task management, timeline juggling, and creative collaboration. And yep, we'll expect you to give it 150% (because that's what we all do).

### **Meet Satori**

To most, Satori means sudden enlightenment (like, "Whoa...I just found my perfect job opportunity!") But to us, it's so much more. Satori is a noun. It's an adjective. Sometimes, it's even a verb ("We need to Satori the \_\_\_ out of this").

We walk, talk, and think like humans—not like marketing robots or bigwig wannabes. We support our clients and each other like family. When it comes to people joining our team, we look for those who do the same.

## **Responsibilities**

- Working remotely, with occasional in-person meetups—**primarily in the Bryan–College Station area**—to sync with our Project Manager and/or Leadership, as needed.
- If our Project Manager travels (within Texas) for in-person work, **you're expected to travel too—wherever the need is**. When the PM shows up, you show up, class schedule permitting.
- Staying fully available and responsive during business hours, remaining in contact with the Satori team, which is spread out across Texas (and beyond), class schedule permitting.
- Supporting the Project Manager in organizing task lists, timelines, and internal team assignments.
- Participating in internal and client meetings and taking thorough, actionable notes.
- Helping traffic creative deliverables from project inception to execution.
- Assisting with file management and version control to ensure nothing slips through the cracks.
- Supporting cross-functional project coordination efforts and ensuring deadlines are met.
- Helping input or update project tasks in our project management platform (Function Point).
- Taking ownership of your assigned tasks and projects—this is not a copy-and-paste kind of gig.
- Being willing to assist with other tasks in addition to project management work.
- Memorizing and living the Satori Core Values.
- Performing other assorted duties, as assigned.

## **Position Must-Haves**

- Must be in the pursuit of a bachelor's or master's degree in Marketing, Advertising, Communications or a related field (Junior level or higher) OR a recent graduate.

- Must be based in or near **Bryan–College Station**, with the flexibility to travel as needed for in-person meetings, collaborative work or on-the-ground support—wherever the team needs you, class schedule permitting.
- Reliable internet, a distraction-free remote setup, and availability whenever the team, Project Manager or Leadership needs you.
- Self-starter with strong organizational skills and an eagle eye for detail.
- Some understanding of creative agency processes and timelines.
- Working knowledge of Microsoft Word, Excel, PowerPoint (familiarity with Function Point or similar tools is a bonus).
- Strong communication skills—especially when remote.
- Ability to juggle high-demand projects, fast turnarounds, and shift from one task to the next with ease.
- Being open to feedback, the unknown, and asking a million questions (that's a good thing).
- Willingness to throw out ideas or help improve a process—even if you're "just the intern" (because you're never JUST the intern).
- A borderline-great sense of humor and the ability to stay chill under pressure—even in a Zoom meeting with your camera ON.

### **Expectations as a Remote Intern**

- **Client Support**
  - Stay informed and be ready to jump in where needed.
  - Communicate priorities clearly and proactively.
- **Meetings**
  - Attend Daily Standup Meetings (held Mon, Wed, Thu, & Fri at 9am), Weekly Status meetings (held Tue at 8:30am) and Weekly Previews (held Fri at 10:45am).
  - Be available for additional meetings and syncs as needed.
- **Communication**
  - Stay active and responsive on Slack, email, text, etc.
  - Don't ghost. We work fast and need real-time connection.
- **Collaboration**

- Balance tasks across multiple projects and teams.
- Be open to feedback, and share wins, roadblocks, and ideas.
- **Culture & Connection**
  - Join virtual hangouts, Slack threads and team traditions.
  - Celebrate birthdays, holidays, milestones—yes, even remotely.
  - Suggest virtual team-building ideas. Just because you're remote doesn't mean you're not a crucial part of the team.
- **Accountability**
  - Track your hours, hit deadlines, and join regular check-ins.
  - Keep your manager looped in without being chased down.
  - Ask for help when you need it—we've got your back.

### **When You Apply...**

Email **HireMe@satori.agency** with:

- Your résumé
- Answers to the following questions:
  - What will you do to try and make this internship a success?
  - Go to [satori.agency](https://satori.agency), choose one of our core values and tell us in 2–3 sentences what it means to you.
  - We get a LOT of intern résumés – why should we pick you?
  - This internship is remote, but there may be times when we'll need to meet in person—typically in the Bryan–College Station area or wherever the Project Manager travels. Are you able to accommodate that when it happens?
  - Does your class schedule allow you to attend Daily Standup Meetings, Weekly Status Meetings, and Weekly Previews?
  - What's your project management story so far? Give us a quick snapshot of your project management experience—skills, tools, what went right, what went sideways and what you took away from it. If you don't have any professional experience, how do you manage your own school projects?
  - What's your go-to project management methodology—and why? Tell us how you've actually used it on a project, and

what made it work better (or worse) than something else. Again, even if you don't have professional experience, if you're made for this internship, you've managed some sort of project.

- You're dropped into a messy project with a tight deadline. What's your move? Walk us through how you'd rally the team, bring clarity to the chaos and get things back on track.