Communications & PR Intern

Remote (U.S.) · Part-time, 15–20 hrs/week · $20–$22/hr · 12 months · Academic credit available

ABOUT KSE

Kaleo Sports & Entertainment (KSE) is a boutique talent representation, brand partnerships, and PR agency working across sports, entertainment, and the creator economy. We represent a focused roster of professional athletes, creators, and podcast talent with a small, senior team that stays close to every client and every deal.

THE ROLE

The Communications & PR Intern helps KSE earn media coverage and PR opportunities for itself, its employees and its clients. You will research outlets and reporters, build and maintain targeted media lists, draft pitches, and pitch news outlets, podcasts, and newsletters under the Founder's direction. You will also help identify and prepare opportunities beyond press, including awards, speaking slots, panels, and industry features, and you will track every pitch and placement, so the agency always knows where each story stands.

WHAT YOU'LL DO

- Research and build targeted media lists across sports, entertainment, business, lifestyle, trade, and podcast outlets, and keep them current.
- Draft pitch emails, press releases, media alerts, talking points, and client bios for the Founder's review.
- Pitch news outlets, podcasts, and newsletters on behalf of KSE clients, then track responses and run disciplined follow-ups.
- Monitor coverage and news cycles for clients and their categories, and flag timely hooks such as trending topics, anniversaries, tentpole events, and awards cycles.
- Identify PR opportunities beyond press, including speaking slots, panels, awards, guest podcast appearances, and industry features, and help prepare submissions.
- Build coverage reports and simple recaps for clients with placements, links, reach, and screenshots.
- Maintain the PR pipeline and media contact database.
- Support press logistics as needed: interview scheduling, prep documents, and embargo tracking.

WHAT YOU'LL LEARN

- How earned media actually gets placed for talent, from finding the hook to writing the pitch to landing the placement.
- How to write for reporters, producers, and editors: subject lines that get opened, pitch structure that gets answered, and press-ready bios.
- How a talent agency turns PR into business, using awards, speaking, and features to open doors to brand partnerships.
- Hands-on reps with the tools of the trade, including media databases, monitoring, and coverage reporting.

WHO YOU ARE

- Current undergraduate or graduate student in communications, public relations, journalism, sports management, marketing, or a related field (juniors, seniors, and graduate students preferred), or a recent graduate within the past 12 months.
- A strong, clean writer who can draft a tight email, take edits well, and turn them around quickly. Writing samples are required.
- Genuinely curious about sports, entertainment, and creator culture. You read widely and notice what gets covered and why.
- Organized and reliable, with strong follow-through. You are comfortable owning a tracker and meeting deadlines without being chased.
- Nice to have: student media, campus PR agency, or prior PR or journalism experience; familiarity with media databases such as Muck Rack or Cision; experience with social listening tools.

PROGRAM DETAILS

Reports to	Becky Kaleo, Founder
Location	Remote, anywhere in the United States.
Schedule	Part-time, 10–15 hours per week, scheduled around your classes. Hours flex down during finals and can flex up over the summer by mutual agreement.
Duration	12-month program, January through December 2027, structured in three terms (spring, summer, fall) to match your school calendar, with a 90-day check-in to confirm fit on both sides.
Compensation	$20–$22 per hour, based on experience and location. This is a part-time, hourly (non-exempt) W-2 position with a $50 monthly remote-work stipend toward phone and internet. Paid sick leave accrues in line with the law of the state where you work.
Academic credit	Available. KSE will complete your school's internship paperwork (learning agreements, supervisor evaluations, hour verification) so you can earn academic credit for any term your program allows. The internship continues as a paid role either way.
Eligibility	Must be authorized to work in the United States. KSE is unable to sponsor work visas for this position.

Kaleo Sports & Entertainment is an equal opportunity employer and considers all qualified applicants without regard to any characteristic protected by law.

To apply please email your resume to hr@kaleose.com and add this job title in the subject line.