



Slice Communications

Job Description

Project Management Intern

Slice is looking for incredibly talented people to join our team. In short, the best candidates will embody our core values of Yes, And Energy, Copilot Attitude, Goal-Oriented Focus, and Always Learning. The Slice Squad operates in a hybrid work environment that our team loves because it enables them to work in whatever works best for them. Whether you choose to work from home or in one of our two co-working spaces located in Center City and Wilmington, DE, we still maintain our ability to collaborate, achieve goals, and grow professionally no matter the location. Beyond our work, we like to have fun, from happy hours to our annual holiday party and even small surprises in the mail! You can learn more about what it's like to be a part of the Slice Squad here. We provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Slice will provide reasonable accommodations for qualified individuals with disabilities. All of our internships provide hands-on experience with our existing group of highly talented people and clients.

Purpose

Ensure that projects are completed on time and within budget and that blocks are resolved swiftly.

Accountabilities

- Manage client deliverables and deadlines
- Support Client Success with contracts and scope
- Support the Work Excellence team in achieving all project goals within the given constraints
- Manage project calendars
- Documentation and organizing records

Department: Work Excellence Department

Reports To: Director of Operations or Project Manager

Core Responsibilities

Strategy

- Responsible for translating First Cut and Strategy documents into Monday.com

Project Management

- DAM (Digital Asset Management): Collect new client social media, website, email and analytics access, past marketing materials and other important documents/assets



- Maintain organized core project files in Google Drive and Monday.com
- Set up the core meeting structure with clients
- Maintain client-facing L10 agendas and to-dos in Monday.com
- Participate in client meetings as required to capture and communicate deliverables, timelines and expectations
- Take notes, transcribe using Briefly AI, and record client meetings
- Capture action items from client meetings and emails in Monday.com
- Follow up with clients and internal teams as necessary
- Update ABA Guides / Internal documentation as necessary (with support from CS/VPs)

Client Relationship Management

- Triage email; support WE VPs and Client Success client communication with the agency, including email, Monday.com, meetings
- Remain familiar and up-to-date with client assets, including brand guidelines, website, social media pages, media coverage and marketing materials
- Identify needs for leadership communication or escalation with clients

Research

- Constantly research and identify trends, news, tools, and other information to benefit clients and Work Excellence team
- Use the resources available to find data or figure things out independently

Leadership

- Follow up on overdue deadlines with the project manager on an account and proactively ask for extensions
- Update the project management software with any necessary details to complete a project

The Great Teammate Commitment: Responsibilities of Great Slice Teammates

- Live out the Slice values when working with teammates and clients: Yes, And Energy; Copilot Attitude; Goal-Oriented Focus; and Always Learning.
- Practice the 13 trust behaviors.
- Consider teammates' and clients' communication styles and preferences.
- Communicate about tasks, workload, and deadlines, and make sure task status is tracked to ensure trusted communication with teammates. Ask for help prioritizing tasks if needed.
- Be open to new ideas, new possibilities, and change.
- Come to meetings prepared to participate, focus, and contribute value and perspective.
- Deliver high-quality work, and ask if I need more information or other support to do so.
- Speak up and share perspectives and expertise, and take a constructive, solutions-focused approach to interactions with teammates and clients.



- Listen with the intent to understand.
- Cheer on teammates and celebrate good work.

###