



Envision. Create. Execute.

Veer Right Management Group, Inc. (VRMG) located in Wilson, North Carolina is a multi-faceted company with our roots embedded in our core competency, Event Planning and Management Services. Because of our team member's extensive experience in the Meeting and Travel Planning Industry, Design and Marketing Industry, Hotel Event Planning, and Hospitality Industry, we have the knowledge and resources necessary to manage events with the latest ideas and tools while implementing cost-saving practices. VRMG understands that to provide these high-quality services to our clients, we must employ a highly motivated and enthusiastic staff.

Hours: 40 hours per week minimum

Compensation: Unpaid Internship.

Will work with candidate to provide academic credit if applicable.

This position does have the potential to turn into a paid position directly related to job performance.

Skills Required:

Detail oriented.

Knowledge and experience with Facebook, Twitter, YouTube and other social media platforms.

Proficient in Microsoft Word, PowerPoint, Excel, Publisher.

Excellent written and verbal communication skills.

Strong attention to detail and organizational skills.

Able to work well under pressure.

High sense of urgency.

Responsibilities Include:

Research the Internet for new leads and develop prospect lists.

Develop, write and edit collateral, including sales proposals, website postings, email newsletters, and press releases.

Assist with content writing for the website, blog, social media and sales and marketing collateral.

Assist with trade show planning and creating related materials.

Assist with events produced by VRMG.

Work with Marketing Team in developing trade media and PR plans.

Assist with client projects.

Attend meetings with team members to learn and understand the business & projects.

Conduct market research, as needed.

Take on additional duties and responsibilities, as needed.

We manage a lot of clients and projects all over the United States, so we require someone to be organized and self-motivated. The applicant must be able to perform under pressure and have a keen attention to detail. Unlike most companies, the applicant must also have a sense of humor and be able to have fun at work while also getting the job done.

Start Date:

Position open until filled, requires 3 – 6 month commitment minimum

Salary: \$0.00 /year