

Investor Relations Intern

POSITION SUMMARY:

This internship is a unique opportunity to learn a very specialized area of finance and financial marketing that will help expand a candidate's knowledge of Wall Street, the equity markets, investor communications and the financial community as a whole. The intern will assist the Shelton IR team by providing necessary research and support for the execution and implementation of all IR plans for corporate clients. Overall responsibilities include, but are not limited to: conducting general and client-specific research; maintaining investor and client materials, including literature kits and database updates; supporting agency efforts on tactical deliverables; updating financial metric reports; researching and analyzing industry research and client-specific peers; tracking and monitoring relevant news and corporate developments.

Demonstrated proficiency using MS Office (Word and Excel) and research skills utilizing the Internet is required. Candidates with course work or past job experience in a finance, accounting, economics or other related field are preferred.

This is for an unpaid internship position. Upon request, the Managing Director of Investor Relations will provide a letter to serve as proof of successful completion. Candidates should check with the professor/university regarding college credit.

POSITION RESPONSIBILITIES:

- Researching and assembling:
 - Investor kits and materials
 - Support materials for financial conferences and road shows
 - Industry and peer analysis
 - Database management
- Account protocol:
 - Monitor news and analyst reports
 - Update peer comparison reports
 - Update quarterly earnings calendars
 - Provide summaries of financial earnings calls
 - Update various financial reports
- Account logistics:
 - Coordinate client and agency mailings
 - Assist IR team with IR plan deliverables

Please send your resume to ir-careers@sheltongroup.com and include a brief explanation regarding your interest in pursuing a potential career in Investor Relations.