

SKIPPER AI

J.C. Skipper LLC d/b/a Skipper AI
Position Description

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01: GENERAL INFORMATION

POSITION GENERAL INFORMATION: ☒ New Position

Position Title:	Brand and Insights Intern	Target Start Date:	September 28, 2026
Department:	Discovery Team	Hours per Week:	5-12 hrs
Duration:	6 Months	Application Deadline:	September 18, 2026

Immediate Supervisor:	James Lucey
Supervisor Title:	Chief Operating Officer

COMPENSATION AND BENEFITS

Compensation: Hourly
Range: \$15-\$20 an hour, based on experience.

02: POSITION SUMMARY

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The Brand and Insights Intern at Skipper AI sits at the intersection of storytelling, research, and project coordination. The intern collects real field experience from the Business Development Manager Interns, synthesizes it into content, and works with the Brand Operations Coordinator to shape and publish that content under the Skipper AI brand.

This is a dual-focus role combining operational support with brand management and creative writing. The Coordinator will work inside Jira, Confluence, LinkedIn, and the tools Skipper AI uses daily. On the operations side, they will manage scheduling, internal and external communication streams, task lists, and documentation, freeing leadership to focus on growth strategy and sales. On the brand side, they will work to support LinkedIn presence and Skipper AI's broader digital brand, maintain communication standards, and support interview screening, ensuring the company's values are strongly represented across every channel.

The right person for this role is passionate about marketing and brand image, driven to grow Skipper AI's visibility, and just as curious about improving the internal processes a scaling company depends on. They are exceptionally organized, a clear communicator, and understand

that a clean calendar and a thoughtful LinkedIn post send the same message: Skipper AI is professional, intentional, and reliable.

Success Factors

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- Strong writer who can find the story in raw data and field observations
- Organized and reliable; can manage a content calendar, weekly logs, and team coordination simultaneously
- Curious and perceptive; asks good follow-up questions and knows what is worth developing further
- Comfortable in a coordinating role; manages up, across, and alongside without needing to be the loudest voice
- Understands that content quality matters more than content volume
- Comfortable wearing multiple hats in an early-stage environment where priorities shift

REQUIRED QUALIFICATIONS | POSITION COMPETENCIES & SKILLS

- Strong written communication; can synthesize field observations into readable, compelling narratives without fabricating or overstating.
- Organized and detail-oriented; can manage weekly logs, a content pipeline, and team coordination without dropping threads.
- Self-directed and accountable; follows through on content commitments and coordination responsibilities without daily supervision.
- Comfortable working across a small team; can gather information from peers, ask follow-up questions, and maintain working relationships.
- Quick to pick up new tools; will work in Langdock, shared tracking systems, and content collaboration platforms.
- Understands brand voice; can adapt writing to match a company's tone and standards, not just their own preferences.

PREFERRED QUALIFICATIONS

- Experience writing for a brand, publication, blog, or content-driven project.
- Some background in journalism, communications, marketing, or creative writing.
- Experience coordinating a team, project, or initiative, even informally.
- Interest in AI, business, technology, or the future of work.
- Familiarity with content management, editorial calendars, or social media strategy is a plus.
- Comfortable synthesizing information from multiple sources into a single coherent output.

03: POSITION RESPONSIBILITIES

ESSENTIAL FUNCTIONS Core responsibilities and estimated percentage of time spent on each area.	
Responsibilities	Approx. % of Time
Operations and Administrative Support • Manage Skipper leadership's calendars, schedule meetings, coordinate call times, and resolve conflicts across time zones and projects • Identify the most compelling, instructive, or brand-relevant material from each week's activity. • Develop content concepts including blog posts, articles, case studies, journey narratives, and trend pieces based on real intern experience. • Draft content in collaboration with the Brand Operations Coordinator, ensuring alignment with Skipper AI's brand voice. • Pitch content ideas and completed drafts to Skipper AI leadership for review and approval. • Revise and finalize content for publication. Maintain a content calendar and pipeline.	45%
Brand and Marketing Communications • Collect and consolidate weekly tracking logs from both Business Development Manager Interns. • Maintain Skipper AI's brand voice across all written communications (email templates, LinkedIn, Confluence, external messages). • Flag patterns, gaps, or notable findings to the Brand Operations Coordinator and Skipper AI leadership. • Ensure both BDM Interns are meeting documentation and activity standards. • Serve as the first point of internal coordination for Discovery Team operational questions. • Escalate any sensitive situations, data concerns, or program issues promptly.	35%
Coordination and Liaison • Work closely with the Brand Operations Coordinator on voice, tone, publishing standards, and content strategy. • Present content pitches and drafts to Skipper AI leadership through the Brand Ops Coordinator. • Coordinate with BDM Interns on story development and review of drafted content. • Other duties as assigned.	20%

04: WHAT YOU WILL GAIN

- Real content strategy and brand storytelling experience at an active AI company, not hypothetical projects.
- Hands-on work inside Langdock, one of the leading enterprise AI platforms.
- Direct exposure to how a company turns field research into publishable thought leadership.
- Experience coordinating a small, cross-functional team; a project management skill set that transfers anywhere.
- A formal Skipper AI credential: Brand and Insights Intern; a title and role description you can carry on your resume and LinkedIn.
- A team of motivated people who take their work seriously and care about doing things right.

05: WORK DESIGNATION

WORK DESIGNATION		
☒	Remote	• This position is fully remote. All core responsibilities are performed independently and do not require a fixed on-site schedule. • The team looks for opportunities to meet in person when project timelines and individual schedules align. These gatherings are intentional but informal, driven by shared momentum rather than a fixed cadence.

06: About Skipper AI & Our Values

SKIPPER AI CORE VALUES	
Trust and Transparency. We communicate openly, follow through on commitments, and treat every client and colleague with honesty. Trust is the foundation of every relationship we build.	
Humble Hunger. There's more to a failed task than the task itself; every mistake carries a lesson, and progress in anything is still progress forward. It's okay to be wrong, as long as you admit it. What matters is being hungry more often than you are wrong.	
Have Hard Conversations. One's success in life is directly correlated to their ability to have hard conversations. Conversations are hard if you are passionate, and two passionate people in a room is a rare thing.	

ABOUT SKIPPER AI
In the last year, we have worked with 8 companies, on countless projects, and have shipped things that did and didn't work. Importantly, we have captured the themes behind what leads to success or failure, and have not found a use case since those learnings did not apply. Skipper AI exists to not skip them. We've driven 90%+ adoption not because of the platform we picked, but because we refuse to skip the intentional steps. Intentionality through change has never been more important. The tools are the easy part; it's the steps most firms rush past- the change management in between- where AI actually sticks or quietly dies.