Assistant to the Startup CEO – Internship Opportunity

Are you passionate about startups and the investment landscape? Join Dealita, an early-stage, high-potential AI startup, and work directly with our CEO and co-founder, Inta Buša (Forbes 30 Under 30). This is a unique opportunity to gain hands-on experience in the fast-paced world of startups while developing your skills in operations, business strategy, and market analysis.

Dealita.ai is a Market Intelligence System designated to manage deals and enable data-driven investment decisions. It helps investors and decision-makers identify high-quality investment opportunities, automate tedious tasks, and focus more on high-value operations. We are building a 1B company and you can be part of our journey.

**Responsibilities:**

* Support the CEO in managing and optimizing operational processes.
* Conduct research and analyze market trends in the investment and AI sectors.
* Identify potential business partners, investors, and strategic opportunities.
* Assist in outreach and communication with key stakeholders.
* Create meaningful and engaging content based on research findings.
* Help prepare presentations, pitch decks, reports, and internal documentation.
* Participate in meetings, take notes, and follow up on action items.

**What We’re Looking For:**

* **Passion** about startups, investment landscape, and the whole investment process;
* Strong research and analytical skills with an interest in AI, Venture Capital, and investments.
* Excellent written and verbal communication skills.
* Self-motivated, detail-oriented, and eager to learn.
* Ability to work in a dynamic startup environment.

**What You’ll Gain:**

* First-hand experience working with startup founders and investors
* Deep insights into the startup ecosystem, AI industry, and investment trends.
* Exposure to high-level business strategy and decision-making.
* A chance to build your network with industry leaders and investors
* A dynamic, fast-growing environment where your contributions will have a real impact
* If we’re a great fit, this could turn into a paid opportunity—this internship is just the beginning!
* Work from the best office in Riga, **Zunda Towers**, with unlimited coffee and matcha.

**Practical information:**

* **Location:** Zunda Towers, Riga + your choice
* **Flexibility:** Plan your own schedule - work how you want, just deliver results.
* **Duration:** 3 months, start and end dates by agreement.
* **Compensation:** Unpaid internship

To apply, send **3 sentences** on why you’re interested, a short intro about yourself, and your contact details to **inta@dealita.ai** with the subject “Internship.” If you're ambitious, curious, and ready to dive into the world of our startup, we'd love to hear from you!