



Title: Paid Internship Opportunity—Event Planning

About Us

JHL Company is a full-service public affairs, communications, and event planning consultancy, offering a full suite of services to meet each of our client’s unique needs. We have over 20 years of experience handling every aspect of our services from strategic planning to execution and goal tracking across four key disciplines: fundraising, event planning and management, stakeholder and target audience identification, and public affairs consulting. JHL works closely with both for-profit and not-for-profit entities, trade organizations, and government offices. We excel at maximizing relationships so that our clients reach their full potential and return on investment. We do it right!

JHL Internship Program

JHL interns play an important role in supporting client teams and on internal projects and events. Interns will have the opportunity to work on a variety of accounts learning the basics of public affairs, strategic communications and event planning. ***Specifically, this position will have an emphasis on Event Planning.***

The intern will report directly to an Event Account Manager who manages various client projects including implementing strategic planning, coordinating day-to-day activities for high-profile projects and managing and executing event logistics. This internship will provide an opportunity for development and growth in understanding of client research, event coordination/ logistics, record keeping and fundraising strategy. This person will interact with various client representatives, sponsors, vendors, and other organization contacts who work with JHL to help meet all client goals. Specific tasks include implementing preparations for upcoming events and supporting onsite event needs, managing all general clerical responsibilities, researching client development opportunities and contributing to the overall needs of various fundraising projects.

Knowledge of Microsoft Office applications and Outlook are required.

Requirements

Upper-Level undergraduate students with the ability to work approximately 12-15 hours a week beginning August 2019 at the JHL office in Austin, Texas, located downtown. **Personal transportation required.*

Preferred Majors

Communications, Public Relations/Public Affairs, Marketing, Business, Humanities, Liberal Arts

This program adheres to guidelines required for those seeking an internship for course credit.

This program also offers compensation of \$8 per hour for the length of the semester program.

How to Apply: Interested applicants please submit a cover letter, resume, and two work related references to Anna Vaughn anna@jhlcompany.com. Title Email: JHL Event Planning Internship