



**Title:** Event Focused Internship Opportunity

**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. JHL is seeking someone with strong written and verbal skills; organizational skills, an acute attention to detail, and proper phone etiquette are imperative. ***Specifically, this position will have an emphasis on Event Planning. This will be a fall/spring internship beginning in late August, extending through May of 2020.***

This intern will be assigned to a specific large-scale project but will still have the opportunity to work on a variety of accounts learning the basics of public affairs, strategic communications and event planning. 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 event and supporting onsite event needs, managing all general clerical responsibilities, researching client development opportunities and contributing to the overall needs of the fundraising project.

Knowledge of Microsoft Office applications and Outlook are required.

**Requirements**

Upper-Level undergraduate students with the ability to work approximately 12-15 hours in the fall (Aug-Dec) at the JHL office in Austin, Texas, located downtown. Required hours are expanded to 15-20 hours in the spring (Jan-Apr), with weekends required in April. *\*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](mailto:anna@jhlcompany.com). Title Email: JHL Project Focused Internship