

# Event Specialist Intern at The JDK Group

The JDK Group is seeking a passionate and results-driven Event Specialist Intern to assist the team of Event Specialists at our catering and event production business.

Desired candidates must have a deep knowledge of current technology practices, be educated in hospitality, and have a passion for event planning and specialty events.

We are hiring now and require a minimum of 24 hours a week over a 3 month period to participate in the internship program. The internship period pay range is determined by experience and it can be done for college credit if coordinated as such by the student/advisor.

Position Type: Part-time

Work Week: 24 hour minimum

Reports to: Assigned Event Specialist

## **Key Responsibilities**

- Updating of client profiles in traditional and online formats.
- Learning the entire scope of the event process from the initial phone call to execution phases in the back of the house to the processes for the day of the event.
- Aiding the team of Event Specialists with organization of client files and meeting protocols.
- Assisting with the planning, developing, and orchestration of specialty events including but not limited to in-house bridal experiences, open houses, donation events, and photo shoots.
- Providing administrative support to the Event Specialist team by the means of database maintenance, timelines, outlines, forecasts, meetings, and business development strategies.

## **Desired Skills & Experience**

- Excellent writing and proofreading skills are a must
- Strong project management skills with the ability to work independently and efficiently under pressure
- Experience with present-day social media platforms (Facebook, Instagram, Twitter, YouTube, Pinterest)
- Proficiency with Microsoft Office (Word, PowerPoint, Excel, and Outlook) and Google Suite

**If interested, please send a resume and cover letter to [info@thejdkgroup.com](mailto:info@thejdkgroup.com).**

## **ABOUT THE JDK GROUP:**

The JDK Group Catering & Events is Central PA's premier catering and event-planning company where clients, and their special life moments, come first. Since 1987, we've continued to reinvent the standards for events and hospitality for the areas surrounding Harrisburg, Lancaster, and York. With over 34 years of event management experience and the ability to plan a celebration for 15 to 15,000 people, our talented and passionate team offers exceptional guest service, incredible fresh food, and innovative event design.

At JDK, we pride ourselves on being a passionate team. In fact, we've promoted 75% of our current team in-house. It's why our customers expect nothing less than an amazing event from us. We set a very high standard for ourselves, and constantly innovate by embracing, not fearing, change. So, if you're interested in being part of our creative and diverse event-planning team, apply today!

**For more information, visit [thejdkgroup.com](http://thejdkgroup.com).**