



Job Title:	Event Assistant Intern	Position Type:	Part-time Internship
Location:	DC metro area	Travel Required:	Within the DC metro area
Compensation:	Depends on experience	Hours:	Weekends, flexible hours with deadlines, as needed
Education:	Upper level college student or recent college graduate. Preferably in the hospitality, event management or business management related fields.	Applications Accepted By:	Email: hello@geomyralewis.com Subject Line: Event Assistant Intern NO PHONE CALLS PLEASE! <i>Please read the entire job ad for application procedures</i>

Job Description: Organized, motivated, polished, outgoing, poised, dependable, enthusiastic Event Assistant Intern needed for wedding and event planning firm in the DC metro area. This position is perfect for someone looking for hands-on experience in the wedding industry.

Responsibilities include but are not limited to:

- Assistance on production days
- Working with our clients and potential clients via phone and in person
- Making calls and following up with clients and vendors
- Vendor research assistance
- Assistance updating our social media sites (Twitter, Instagram, Facebook, Pinterest) company blog and internet marketing sites
- Assistance with researching images and context for the GLWE blog
- Assistance writing GLWE blog posts
- Updating company intranet site
- Administrative duties
- Drafting and responding to emails and inquires
- Creating and managing databases and spreadsheets
- Data entry, scanning, printing
- Filing and organizing files
- Mailing packages and client gifts
- Running personal and business errands as needed
- Other duties as assigned

Skills/Qualifications:

- **Must be able to work weekends**
- Looking for someone who is honest, dependable, hardworking and motivated
- Must have excellent written and oral communication skills
- Outstanding multi-tasking and organizational skills
- Must own a reliable vehicle
- Ability to travel as we have many events throughout DC, Virginia and Maryland
- Willing to work long hours on event days. *(It is not uncommon for our team to work 12+ hours on production days)*
- Tech Savy: Proficient in Microsoft Word and Excel *(Technology plays a huge part of this position)*
- Cell phone and computer with reliable internet access is a must
- Experience with social media (Wordpress, Pinterest, Twitter, Instagram)
- Ability to work independently at home and in a team setting
- Very responsible, loyal and trustworthy
- Must have grace and be calm under pressure
- Very detail orientated and resourceful



Skills/Qualifications continued:

- Warm, welcoming and professional demeanor
- Ability to adapt to change and quick on your feet
- Sharp, problem solver, quick thinker
- Personable with positive attitude
- Must have professional phone presence
- Looking for someone that is excited to learn how a small business works and who is interested in the wedding industry
- Prior wedding or hospitality experience is a plus

***Think you have what it takes? We'd love to hear from you!
Keep reading to find out how you can apply for this amazing opportunity!***

Applying: Please be sure to thoroughly read the application procedures. Please send an email to hello@geomyralewis.com that includes the following:

1. **Email Subject:** Event Assistant Intern
2. **Your Updated Resume**
3. **A Creative Cover Letter:** Your cover letter should articulate how you will contribute to the Geomyra Lewis Weddings and Events brand, your career goals, what you're expecting to learn from the position and what you are most proud of professionally and personally. Don't be afraid to let your personality shine! Let us know what sets you apart from the rest of the numerous applicants.
4. **Your Availability**
5. **Link to Your Pinterest Account**

**ABSOLUTELY NO PHONE CALLS PLEASE! Qualified candidates will be contacted for interviews.
We will be accepting applications through Sunday, June 15, 2014 at 11:59 EST**