

Position Title: Events & Digital Marketing Intern

Company: Sholeh Events

Location: Hybrid (Remote Virtual Assistant / Onsite Event Support)

Type: Part-Time Internship, 10-20 hours per week

About the Role

Sholeh Events is seeking a creative, organized, and detail-oriented Events & Digital Marketing Intern to join our team. This multi-faceted role offers hands-on experience in wedding and event planning and execution, social media and website content creation, and small business operations. You will work closely with our lead team to curate our digital presence and ensure flawless delivery on event days.

Key Responsibilities

- **Social Media & Content Creation:** Plan, draft, and schedule engaging social media posts (Instagram, Facebook, LinkedIn) and write blog posts highlighting recent weddings, trends, and planning tips.
- **Onsite Event Support:** Assist the lead planner on wedding days with setup, decor placement, vendor management, timeline execution, and guest navigation.
- **Virtual Assistant Support:** Handle administrative tasks, including inbox management, client inquiry intake, database updates, and vendor outreach.

Qualifications

- Passionate about the event planning industry and digital marketing.
- Strong written communication skills and a keen eye for aesthetic detail.
- Familiarity with social media apps, Canva, and social media scheduling tools.
- Reliable, punctual, and able to stand/be on your feet for extended hours during event days (primarily weekends, though there could be weekday work based on availability).
- Ability to work independently on remote administrative tasks while meeting deadlines.

Here are specific, measurable goals the intern will accomplish during their time with Sholeh Events:

Digital Marketing & Content

- **Build an Active Digital Pipeline:** Plan, write, and publish 2–4 optimized blog posts per month showcasing recent weddings, vendor spotlights, or planning tips.
- **Grow Engagement & Brand Consistency:** Maintain a consistent 3–5 post weekly schedule across social media platforms, designing styled graphics and video reels that reflect Sholeh Events' aesthetic.
- **Create a Content Bank:** Capture and organize behind-the-scenes photo and video footage during event days to build a reusable media library for future marketing.

Onsite Event Management

- **Master Wedding Day Execution:** Successfully assist with onsite coordination for a set number of live events (e.g., trade shows, weddings, corporate events, networking events), managing decor setup, timeline tracking, and vendor check-ins.
- **Develop Crisis Management & Problem-Solving Skills:** Act as a swift, reliable point-of-contact for minor event-day challenges, ensuring smooth guest flow and a stress-free environment for the couple.

Administrative & Virtual Assistance

- **Streamline Client Onboarding:** Manage inquiries and draft response emails within a 24-48 hour turnaround window.
- **Optimize Operations:** Organize administrative databases, update vendor contact sheets, and maintain template libraries to improve overall business efficiency.