



THE JUNIOR LEAGUE  
OF THE CITY OF NEW YORK, INC.  
130 EAST 80TH STREET  
NEW YORK, NY 10075  
212 288-6220

## **Job Description Food and Beverage Intern**

**Location:** New York, NY  
**Industry:** Nonprofit

**Internship for College/University Credit  
Exempt**

### **Reports to the Events and Catering Business Manager**

#### **Organization**

The New York Junior League (NYJL) is an organization of women committed to promoting volunteerism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. NYJL volunteers are bound by a single goal: to improve the health and well-being of women, children, and families in our city.

With an annual budget of over \$3,000,000, the NYJL's operations are primarily financed through membership dues, volunteer-supported fundraising events, and food and beverage catering. The food and beverage program is a key element in the support of the NYJL.

NYJL's headquarters are located at Astor House, located in the Upper East Side of Manhattan. A historic landmarked townhouse, the stately rooms are used for NYJL meetings and events, as well as private third-party catering events.

To learn more visit [www.nyjl.org](http://www.nyjl.org) and [www.theastorhouse.org](http://www.theastorhouse.org).

#### **Position Summary**

The New York Junior League is seeking a current college or graduate student who is interested in serving as an Events and Catering Intern for college credit. The intern would provide a wide range of event management and marketing support to the NYJL's Events and Catering Business Manager.

In return, the NYJL will provide an opportunity for the intern to gain valuable experience and familiarity with areas such as the day-to-day operations of a nonprofit organization hospitality business, how to develop and manage events, and how to work with a variety of both internal and external clients.

#### **Responsibilities include, but are not limited to the following:**

- Assist with all aspects of food and beverage catering events, including development of menus, pricing, Banquet Event Orders, and on-site event management

- Work with the execution of the food and beverage marketing plan to increase awareness of the Astor House and source new clients through the use of social media, internal marketing, and the Astor House website
- Work with outside vendors who support the events, including but not limited to florists, DJs, linen rental companies, etc.
- Attend staff meetings and meetings with clients and caterers

#### **Skills & Qualifications**

- Strong desire to learn about food and beverage event management in a private organization
- Excellent interpersonal skills and are good at working with others and in teams
- High level of detail orientation and are self-motivating, hard-working and eager to learn
- General knowledge of marketing principles
- Experience with Microsoft Office suite
- Knowledge of social media platforms and website management a plus
- Experience as a waiter, catering staff, or other hospitality position a plus, but not required

#### **Application:**

For more information or to apply for this position, **please email your cover letter and resume to [HR@nyjl.org](mailto:HR@nyjl.org), and include “Food and Beverage Internship” in the subject line.**

#### **Application deadline:**

Position is available immediately.

The New York Junior League is an equal opportunity employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.