



JOB DESCRIPTION

POSITION: Marketing and Events Intern

COMPANY: Seedling & Sage

REPORTING: Executive Chef

DESCRIPTION:

Seedling & Sage Catering Co. is a modern farm to table catering company in Glenside, PA. High volume commissary kitchen that executes over 500 events per year off site ranging in size from 10- 1,000 guests.

This is an unpaid internship position for college credits. It is a 90+ day position and requires a minimum of 16 hours per week. Candidate must have a valid driver's license, a car, be able to lift 20 pounds or more. If applicant is not receiving college credits, we will consider an hourly rate.

The role of this position is to assist with the marketing, selling, planning and execution of events for Seedling & Sage Catering Co. and anything else that contributes to the overall success of the company.

Marketing You will assist with the overall management and daily posting to our facebook and Instagram sites, write weekly blogs, videos, and press releases.

Events Daily office duties like: answer calls and leads, assist with wedding inquiries and proposals, create menus and banquet event orders, create invoices, assist with organization and inventory of storage areas and tasting rooms, perform other administrative duties as necessary.

Off Site You will learn about the off-site operations of events from delivery to set up to execution.

We will happily work with your school and provide any paperwork needed so that you can obtain credits for this internship. **RESUMES - EMAIL JESSICA TIPSON AT JTIPSON@SEEDLINGANDSAGE.COM**