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# Example of Communications Intern Job Description

Our growing company is hiring for a communications intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for communications intern

* Support the P4P team with other ad hoc tasks, as requested
* Assist in event planning and coordination
* Support internal communications for Boston-based employees, including newsletters, digital signage
* Support corporate initiatives by drafting press releases, building media lists and pitching relevant media
* Collect story ideas and serve as an internal reporter collecting, organizing and developing content
* Assist with creating presentations, talking points, FAQ’s, fact sheets, and backgrounders for our leadership teams
* Undertake research to support media efforts and leadership presentations
* Evaluate and track executive speaking opportunities
* Build media materials, including fact sheets, backgrounders and press releases around the company and its programs
* Meet with internship supervisor either in-person or via conference call on a weekly basis for assignments in the week ahead

## Qualifications for communications intern

* Experience in the work environment of an international institution is desirable especial in areas of digital media design and web development
* Needed excellent research capabilities Plus creativity in producing communications material
* Available to work for a period of 3-6months
* Junior, senior or nontraditional student in college or recent graduate with coursework or experience in a related field such as marketing, communications or journalism
* Extreme attention to detail, willingness to ask questions and ability to follow up
* Passion for learning and ability to follow direction