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# Example of Communications Internship Job Description

Our innovative and growing company is looking to fill the role of communications internship. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for communications internship

* Various research projects and ad-hoc reports as needed
* Support sector efforts to strengthen field-based knowledge management via cross-learning and collaboration between projects
* Manage projects, develop advertising campaigns, write marketing collateral, support social media initiatives
* Engaging in social media presence creation on social media platforms, incl
* Perform daily media monitoring
* Write and edit news releases, media advisories and newsletters
* Identify media markets and develop journalist contact lists
* Pitch stories to reporters and generate media coverage
* Conduct time-sensitive research on various topics as needed
* Track and report marketing and communication metrics for various marketing communications activities

## Qualifications for communications internship

* Experience blogging or managing a website (ideal if they maintain their own blog)
* Junior status or above working toward a degree in Journalism, Communications or Public Relations
* Strong writing, editing, communication and time management skills
* Good English writing skills.Any copy writing experience would be advantageous
* Affinity with Life Sciences
* Experience with building and or managing websites using a content management tool