Downloaded from <https://www.velvetjobs.com/job-descriptions/intern-communications>

# Example of Intern, Communications Job Description

Our growing company is looking for an intern, communications. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for intern, communications

* Support internal and external communications collateral updates (fact sheets, photo assets)
* Perform writing and content development assignments (social media content, intranet stories, video scripts)
* Managing the team’s logistical event calendar
* Transcribing meeting Q&A
* Assisting with the creation of a weekly digest e-newsletter
* Writing and posting copy for internal websites and blogs
* Other duties as assigned in support of team projects
* Interview co-workers in the sales organization, uncover the key elements of the story
* Write news stories, promotional copy, abstracts, articles, quotes and create graphics
* Engage with sales leaders to endorse new program

## Qualifications for intern, communications

* Curiosity and ability to think creatively, flexibility, and a sense of humor
* Undergraduate degree in journalism, communications, public relations or a related field
* Self-motivated, creative and digitally savvy
* Volunteer and/or paid experience in sports media relations
* Experience with creating and editing social media and video content preferred
* Flexibility and ability to work on deadline and on several projects simultaneously