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# Example of Intern, Communications Job Description

Our company is hiring for an intern, communications. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for intern, communications

* Assist in measuring and analyzing data from our intranet, mass messaging tools and digital dashboard
* Support the Enterprise Champion’s Challenge program event, an enterprise-wide employee team competition where continuous improvement teams perform skits to highlight their winning projects
* Contribute creative ideas and create visually compelling digital signage content and slides
* Assist with planning and execution of community relations and employee giving campaigns and events
* Create engaging text, image and video content
* Work with Web Operations to create and track metrics platforms for intranet communications
* Work jointly with the P4P team to develop case stories of change/success from violence prevention interventions, programme briefs on implementation advances, communication materials)
* Write content for P4P quarterly newsletter
* Prepare meeting notes, reports and concept notes
* Edit P4P materials for clear, consistent English language

## Qualifications for intern, communications

* Comfort and skill interacting with diverse individuals in different roles and locations
* Candidate must have an ability to work independently in a team
* Ability to remain on feet during an event
* Bi-lingual English / Portuguese (Spanish is a plus)
* The internship candidate must be pursuing a bachelor’s degree or currently enrolled in a graduate program at an accredited university
* Undergraduate Junior student and above in good academic standing pursuing a degree in advertising, communications, public relations