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# Example of Intern, Communications Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of intern, communications. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for intern, communications

* Applies editorial knowledge and skills to analyze and improve documents
* Some design work may be assigned depending on interests and aptitudes
* Coordinate local events when IT leaders are visiting key locations
* Help lead local employee social committee in Austin office to execute local employee engagement strategy
* Curate exciting video/photo content, company accomplishments, activities, to build a repository of content and leverage it to boost our recruiting efforts
* Able to work in a professional environment
* Able to interact with all levels of an organization including clients, senior executives, junior level associates, specialized engineers and more
* Able to interview a wide variety of team members on a variety of subjects
* Able to help coordinate summer volunteer programs in New York and other regions
* Responsible for capturing informal videos and photos using common iPhone and simple editing software

## Qualifications for intern, communications

* Must currently be enrolled as a student in an accredited public or private college or university and be a rising junior or senior in a Communications or related academic program
* Desires to gain professional experience in technical writing and is eager to learn
* Applicants should indicate which months they are available part- and/or full time and when they complete their studies
* The intern must provide proof of enrollment in health insurance plan
* Pursuing a degree in Communications/Journalism, English, or related field
* Position will be located in Oakland, CA [1 Kaiser Plaza]