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# Example of Intern, Communications Job Description

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

## Responsibilities for intern, communications

* Develop and populate intranet pages that provide an overview of our Consumer, Commercial and Business Services businesses
* Use content prepared by our Executive Communications team to educate colleagues on our various markets
* Prepare illustrations for documents, brochures, handbooks, websites, posters
* Fully support company’s communications strategy and execute it in different phases
* Create and curate engaging content for internal and external purposes
* Help our stellar marketing team write engaging—nay, captivating—press releases
* Assist in creating fun and eye-catching content for our internal newsletter
* Create and manage communication materials from start to finish
* Coordinate with vendors, project managers, and clients on ongoing projects
* Participate in brainstorming sessions and brand development

## Qualifications for intern, communications

* Working knowledge of software, including PowerPoint, Word, Outlook and SharePoint
* Creative thinker with an ability to multitask and manage multiple priorities in a fast-paced work environment
* Must be pursuing a 4 year Undergraduate Degree
* Desire to work hard with a fearless approach to the experience
* Currently pursuing a Bachelor’s or Master’s degree Communications, Customer Experience, Marketing, or a related field
* Experience working on direct marketing campaigns