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

# Example of Intern, Corporate Job Description

Our company is searching for experienced candidates for the position of intern, corporate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for intern, corporate

* Provide general communications support to the team
* Contribute original content and ideas for general informational messages and program launches
* Assist in developing, drafting and launching employee related programs, policies, practices and communication initiatives
* Work with internal stakeholders to align corporate branding efforts
* Provide content generation and administrative support related to company Intranet
* Writing press materials including pitches, press releases, bylines
* Media Relations including researching journalists, pitching media, setting up interviews
* Gather and review sustainability-related (environmental, social and governance) data and stories from business and functional groups throughout the company
* Edit existing content and create new content for annual sustainability reporting cycle
* Set-up and manage tracking system for participation in external groups and queries

## Qualifications for intern, corporate

* Quickly adapts to multiple demands, shifting priorities, and rapid change
* One year of progressive experience in a corporate business environment
* Provide education and training on the customer relationship management system, SalesForce
* Coordination with agencies and the internal team
* Coordinate, monitor and track the agent/agency appointment process
* Report metrics on Pre-Need Funeral contracts as needed