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# Example of Internal Communications Intern Job Description

Our company is hiring for an internal communications intern. 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 internal communications intern

* Assist in brainstorming and responsible for implementing tactics in support of communication strategies relating to organizational and business change initiatives, employee and patient story programs
* Write, create and implement intranet news stories, news bulletins and email announcements
* Maintain US intranet and create and post announcements to digital signage
* Update various distribution lists used for employee communication
* Assist with monthly communication events
* Supporting the Senior Associate in managing Internal Communications programmes including global YNAP Social committees
* Support in creating awareness and enhancing engagement in brand, talent, reward, sustainability, customer, innovation and culture initiatives
* Communications planning, drafting, editing and disseminating for various business areas tailored to different audiences and internal channels
* Ensuring the global internal communications calendar is kept up-to-date
* Working with the Senior Associate on Community Management of Internal social media platform and create/edit content, connecting our teams around the world

## Qualifications for internal communications intern

* The candidate must be pursuing a BA/BS in Communication, Business Administration, Organizational Development, Operations, Social Media Marketing, Journalism or any related field
* Exceptional writing and editing skills (must provide six writing samples, news articles, blog posts, speeches, advertising content, research paper)
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), and familiarity with graphic design software, such as Adobe and Photoshop
* Pursuing a degree in communications, Marketing, or related discipline
* Strong focus on producing high quality work
* Positive, proactive, and able to work independently