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# Example of Internal Communications Intern Job Description

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

## Responsibilities for internal communications intern

* Organising filming and assisting with script creation
* Support with internal event planning, scheduling and running arranging payment portal registration, receiving invoices and arranging payments
* Working with the Executive Assistant to the Corporate & Financial Communications Director to track budget and spend management
* Research, write, proofread, and provide input for a variety of written materials, such as announcements, stories, and web communications
* Create layouts and designs for stories, posters and other materials for printing or online publication
* Shoot photos and video (both iPhone and video camera), edit simple videos
* Develop and execute communication plans, in partnership with the team
* Support Corporate Events and Community Affairs, including arranging logistics, staffing events, setting up and breaking down, distributing posters and other materials, and creating reports
* Analyze data to develop key insights for operational projects
* Assist with the distribution of communications in email, social and digital formats

## Qualifications for internal communications intern

* Able to take direction and act on it appropriately
* Experience with Microsoft Office, Google Apps and CMS a plus
* Pursuing a 4 year degree in Communication, English, Journalism, Marketing or Advertising
* Must be a recent graduate, of journalism, communications, marketing, English, advertising or a related area, or currently working toward a Bachelor’s degree in such fields
* Must have superior interpersonal, written and oral communications skills
* Must demonstrate analytical skills, attention to detail and relationship-building skills