



Example of Communications Intern Job Description

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Our company is growing rapidly and is looking to fill the role of communications intern. 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 communications intern

- Maintain contacts of collaborating partners institutions
- Track requests for information and feedback on various communication products
- Support in monitoring the impact of various communication channels for the AfHDR
- Contribute to the development of a strategy for digital marketing
- Help create an internal employee enewsletter
- Assist in event planning and be support for internal activities
- Develop content for our internal dashboard
- The position is for college students who are rising juniors or seniors in a Communications or related academic program
- In support of assigned functional area, performs professional administrative work of an introductory nature gradually increasing in level of difficulty and responsibility
- Performs technical writing duties, supporting staff on a particular project
Responsible for writing technical copy for technical publications

Qualifications for communications intern

- Able to work well with individuals in multiple departments
- Able to act quickly, competently, and confidently
- Able to use discretion when presented with sensitive information or

- Bachelor's studies , preferably in a related field (e.g., Communications or Public Relations)
- A self-starter who instinctively and consistently creates personal and professional stretch goals and meets them
- Proven ability to work well under pressure and adapt quickly to change