



Example of Communications Intern Job Description

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

Responsibilities for communications intern

- Manage nomination process for "SuccessFest" the Sales Showcase featured at Sales Kickoff event each August
- Coordinate and coach participants for a live success showcase
- Collaborate with Sales Enablement team to ensure successful showcase event
- Expand existing database of success stories, develop new and innovative ways for teams to participate in the program
- Assist with media events (North America International Auto Show (NAIAS), Consumer Electronic Show (CES))
- Maintain document management system on the internal shared drive
- Support the Communications team in its efforts to manage internal content in alignment with our company strategy and Marketing, Brand, Social Media and Public Relations teams
- Support day-to-day intranet and email activities, including calendaring, content creation and imagery
- Create weekly content for local digital signage and support global communication partners on requests related to digital signage channel
- Support employee or leadership event content and logistics planning

Qualifications for communications intern

- Event coordination skills
- Passion for capturing and sharing the Fairview brand experience
- Must be dependable and a self-starter

- Candidate must be currently actively enrolled in a post high school academic program
- Candidate must have knowledge using a variety of digital imaging and graphical software and database systems PC computer skills