



Example of Communications Intern Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for a communications intern. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for communications intern

- Support the P4P team with other ad hoc tasks, as requested
- Assist in event planning and coordination
- Support internal communications for Boston-based employees, including newsletters, digital signage
- Support corporate initiatives by drafting press releases, building media lists and pitching relevant media
- Collect story ideas and serve as an internal reporter collecting, organizing and developing content
- Assist with creating presentations, talking points, FAQ's, fact sheets, and backgrounders for our leadership teams
- Undertake research to support media efforts and leadership presentations
- Evaluate and track executive speaking opportunities
- Build media materials, including fact sheets, backgrounders and press releases around the company and its programs
- Meet with internship supervisor either in-person or via conference call on a weekly basis for assignments in the week ahead

Qualifications for communications intern

- Experience in the work environment of an international institution is desirable especial in areas of digital media design and web development
- Needed excellent research capabilities Plus creativity in producing communications material
- Available to work for a period of 3-6months

communications or journalism

- Extreme attention to detail, willingness to ask questions and ability to follow up
- Passion for learning and ability to follow direction