



Example of Communications Intern Job Description

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Our company is looking for a 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 communications intern

- Support course facilitators with presentation updates and content formatting
- Communicate with employees attending various training programs
- Plan and coordinate training sessions in face-to-face and online formats
- Support other departmental activities as needed
- Key Foundation-related projects may include supporting the development and launch of an internal gift matching program and related intranet-based tool
- Research complex issues and synthesize key points for team and client use
- Compile and update media lists catering to niche topics
- Draft pitch letters, email pitch memos and follow up communications to media contacts and vendors with supervisor approval
- Draft and edit press releases, website content, memos, pitches and more written communications
- Spearhead the compilation of media coverage and wrap-up reports

Qualifications for communications intern

- Photoshop (essential), Illustrator (preferred), InDesign (preferred), social media
- Excellent writing/editing abilities and knowledge of AP style
- Conscientious, responsible, ability to work independence and as a part of a team motivated

- Excellent writing for business skills
- First professional experience in communications and project management is a plus