



Example of Communications Intern Job Description

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Our growing company is looking to fill the role of 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

- Assist with the creation and editing of Health Literacy Segment website content
- Contribute to the development and implementation of a targeted social media campaign
- Contribute to the development of multimedia products such as animations, videos and interactive content for the Inequality Report website
- Update and maintain the Inequality Report stakeholder contact lists and database
- Support in monitoring the impact of various communication channels for the Inequality Report
- Write short stories and other content as assigned
- Help with the management and updating of files, spreadsheets, and other assets relating to OSC projects
- Conduct research and/or collect information to inform stories, photos, and photo captions
- Assist in setting up and staffing photo shoots and/or media opportunities
- Assist the OSC staff with other projects, as assigned

Qualifications for communications intern

- Participation in Federation Day of Service project (June 2017)
- Job shadowing in other functional areas of the Permanente Federation based

- Demonstrated interest in health care policy, management, communications, journalism, public relations or related field
- Past work or internship experience with health care, government, media, research or social service organizations
- Ability to to work on multiple tasks and assignments while maintaining attention to detail, and the ability to be flexible with changing demands
- Pursuing a graduate degree or have completed a graduate program from an accredited university within the last year is preferred