



Example of Communications Internship Job Description

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Our company is looking for a communications internship. 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 internship

- Assist with backend programming for websites in support of the Marketing & Communications Digital Design Team
- Maintaining a regular cadence of internal communications
- Assisting with the international launch of The Thread (our intranet)
- Create a training and communications plan for the launch
- Manage the creation of materials and internal advertisements / communications to help re-brand the platform
- Support the Social Media Manager in some external content creation
- Assist in developing digital-optimization projects through Search Engine Optimization, content and site traffic optimization, email marketing and other efforts
- Maintain and manage the company's social media accounts
- Assist in developing a content calendar across all platforms ensuring a constant supply of content that would align with the overall strategy
- Assist in preparing regular reports on all the firm's digital platforms, analysing the reports and coming up with new initiatives

Qualifications for communications internship

- Must be a strategic thinker, a quick study and deliver strong customer service
- Experience with Content Management Systems (CMS) and/or intranets a plus

- Good knowledge of current trends and developments in online communications, blogs and social media
- Knowledge and experience with WordPress and Hootsuite is a pré