



Example of Corporate Communications Intern Job Description

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Our growing company is looking for a corporate communications intern. 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 corporate communications intern

- Supporting CSR and Diversity campaigns in Canada through communication and active participation in events
- Provide assistance with arranging the trading floor camera for spokespeople interviews
- Support the planning and organization of employee town halls and internal leadership forums
- Assist with measurement and reporting with respect to the effectiveness of internal and external communications
- Other internal and external communications tasks as required
- Support the Corporate Communications department ranging from print media to web and social media
- Create English and German copy in a variety of media
- Compile research and clippings
- Work with graphics and video
- Work with our content management system

Qualifications for corporate communications intern

- Is studying Journalism or Communications at an accredited university
- Ensure all team information is kept up-to-date including agendas, reports, presentations, agency briefs, planning documents

- Research industry-related social media and blogs and stay current with conversations across social platforms
- Assist staff with development and execution of consumer engagement initiatives
- Assist Corporate Communications staff with general administrative duties