



Example of Corporate Communications Intern Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of corporate communications intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for corporate communications intern

- Assist in the development of press materials, including press releases, media alerts, pitches, briefing documents for Hill-related activities
- Writing and editing news articles for internal website and newsletters
- Helping create content including videos, photos, graphics and presentations for use internally
- Writing and editing talking points/key messages for executives
- Helping coordinate and manage events such as workshops, town halls, award programs
- Assembling materials for communication projects/programs
- Lead a strategic project within Public & Media Relations, Community Relations, and Corporate Communications
- Work collaboratively with a high-powered team of global communications professionals to both build your knowledge of how the function works and to ensure you deliver the professional quality outcomes you are striving for
- Use leading-edge communications technology and channels to engage a wide variety of audiences - both internal and external
- Flex your content development skills across both traditional writing, social media, personal engagement and interactive media

Qualifications for corporate communications intern

- Strong interest in pursuing a long term career in publicity

- Interest in traditional media, social media & journalism
- Entrepreneurial spirit and an ability to manage complexity and multi-task
- English, Communications, Journalism, or Graphic Design degree background preferred