



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. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for corporate communications intern

- The intern will support all functions of the team with a focus on digital and social media
- Additional support for media relations, team organization and communications content production as needed
- Seek and identify story ideas with minimal guidance
- Work closely with teams within AMER corporate communications, including public relations, executive communications and social media
- Post timely and relevant content to social media channels, which includes Instagram, Facebook and Twitter
- Assist with day to day requests from external communications agencies
- Assist with production of articles for external channels such as blogs and coordinate with social media
- Proofread written materials for style, grammar
- Assist in measuring social media analytics and produce reports
- Create media interview preparation materials/briefing books

Qualifications for corporate communications intern

- Ability to work at least 35 hours/week for 8 weeks from 6/13-8/5
- To be considered, you must be a full-time student currently enrolled as a Junior or Senior in an undergraduate program
- Previous Public Relations/ Marketing intern experience preferred

- Ability to maintain highly confidential information and handle sensitive situations with confidence is crucial
- Must be extremely detail-oriented and possess strong multi-tasking and teamwork skills