



Example of Corporate Communications Intern Job Description

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Our company is growing rapidly and is looking for a corporate communications intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for corporate communications intern

- Help assist in drafting/editing regional and global employee communication emails, and help in facilitating communication flows between all employees, both in Phoenix and on a global scale
- Help assist with communicating employee appreciation activities as necessary
- Help with strategic communications plans for various projects including voiceovers for training material as part of communications messaging
- Assess/suggest improvements to global communications tactics and strategies
- Collaborate closely with the internal communications manager/global communications manager
- Develop engaging copy for internal news stories, press releases, email communication, and other writing projects
- Manage Dana's Throwback Thursday and People of Dana social media themes
- Assist in content development and planning for global, all-employee meetings
- Collaborate with Corporate Communications team on new ideas, programs and tools to support marketing and communications
- Support and learn about the functions of corporate philanthropy and events through hands on experience, including the role of an "internal voice" of the company, corporate events, employee engagement initiatives, written business communications, and more

- The intern must have strong written and verbal communications skills
- Should be comfortable working with digital media
- Familiarity with CMS, Photoshop a plus
- Familiarity with html code a bonus
- Strong attention to detail, adaptable and ability to plan ahead, work quickly
- Strength in organization and coordinating with others