



Example of Corporate Communications Intern Job Description

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Our company 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

- Research, write, proofread, and provide input for a variety of communication formats, including but not limited to web content, fact sheets, press releases, event briefings
- Conduct background research to support ongoing media requests and/or issues management
- Write internal stories for the company intranet/newsletter, for posting to the company website, for media pitching and for organizational announcements
- Interview employees to identify unique and compelling story angles for our internal publications
- Assist with event planning by providing overall communications support such as program development, logistics coordination, and creation of communications materials
- Develop strategies and produce content for social media outlets such as Twitter and LinkedIn
- Research best practices in social media and internal communication and make recommendations accordingly
- Be an active member of Company's culture club and contribute to employee engagement efforts
- Assist in organizing the communications department's editorial calendars, photo library and department folders
- Benchmarking other Fortune 500 Companies on topics such as social media and CEO communications

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- Social media experience and knowledge is a plus
 - Journalism, communications, digital media, public relations or related majors preferred
 - Currently pursuing Bachelor's Degree with at least a Junior standing in Communications, Public Relations, Journalism, Marketing, or a closely related field of study
 - Must have high-level verbal and written communication skills
 - Previous communications related internship experience preferred
 - Studying journalism, communications or PR related majors