Example of Intern, Corporate Job Description

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

Responsibilities for intern, corporate

- Provide general communications support to the team
- Contribute original content and ideas for general informational messages and program launches
- Assist in developing, drafting and launching employee related programs, policies, practices and communication initiatives
- Work with internal stakeholders to align corporate branding efforts
- Provide content generation and administrative support related to company Intranet
- Writing press materials including pitches, press releases, bylines
- Media Relations including researching journalists, pitching media, setting up interviews
- Gather and review sustainability-related (environmental, social and governance) data and stories from business and functional groups throughout the company
- Edit existing content and create new content for annual sustainability reporting cycle
- Set-up and manage tracking system for participation in external groups and queries

Qualifications for intern, corporate

- Quickly adapts to multiple demands, shifting priorities, and rapid change
- One year of progressive experience in a corporate business environment

- Coordination with agencies and the internal team
- Coordinate, monitor and track the agent/agency appointment process
- Report metrics on Pre-Need Funeral contracts as needed