



Example of Intern, Office Job Description

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Our innovative and growing company is searching for experienced candidates for the position of intern, office. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for intern, office

- Attending DMH events for communications related coverage
- Assisting with social media strategy by creating communications content
- Identifying key local organizations with which to partner in order to expand the message of good mental health
- Working on other projects as assigned, including and not limited to writing web content for Mass.gov redesign
- Comfortable with numbers and good attention to detail
- Sound business insight and wide functional experience through previous internships
- Experience at a top-tier strategy or management consultancy firm preferred
- Support community and engagement activities by helping organize, set up and communicate various functions and/or events
- Work with the Office Services team to look for areas we can improve our service delivery
- Assist with Policy and Compliance coordination of materials online and in handbook form—HR Sharing initiative

Qualifications for intern, office

- Up to 1 year of post graduate experience
- Strong academic performance minimum GPA = 3.0/4.0 (GPA 3.5 and above preferred)
- Completed at least one year of college education before beginning internship

- Proved track record of teamwork, adaptability, innovation, initiative, and integrity
- Desire for in-depth exposure to scientific analysis