Job Title: Corporate Communications Intern
Department: Public Relations
Reports to: Corporate Communications Manager
Location: Atlanta, GA

Position Objective:
This position exists to assist the Corporate Communications team with daily coordination and implementation of corporate and internal communications duties. Overall responsibilities include writing, editing, event planning and presentation development.

Primary Responsibilities:
- Write and edit Intranet articles and blog posts on a daily basis
- Write and edit employee email communications
- Assist with planning of and provide on-site support for internal events
- Assist with planning and provide on-site support for student field trips
- Provide planning and on-site support for local community events
- Create PowerPoint presentations
- Track and respond to sponsorship requests
- Track media requests
- Create wrap-up reports for various events and projects

Qualifications:
Education:
- Bachelor’s Degree in Communications (Public Relations, Journalism or related field), or equivalent background in related field of study

Experience (Job and Industry):
- Prior internship experience in communications/public relations/media relations
- Experience writing for college newspaper, local publications or online blogs

Skills:
- Excellent communication skills (both verbal and written)
- High degree of PC literacy; MS Office, PowerPoint, Excel, etc.

Competencies:
- Communication skills
- Initiative
- Multi-tasking
- Relationship management
- Detail orientation
- Deadline orientation
- Planning & organization
- Flexibility
- Ability to maintain positive relationships