

Rich Products Corporation Corporate Communications Intern

PURPOSE STATEMENT

We are looking for an articulate and energetic student who is a strong writer to join us as a Summer Intern in Corporate Communications. As a communication intern with the Rich Products Corporate Communications team, you will gain practical experience in a fun and fast-paced work environment all while helping to build Rich's reputation among key internal and external stakeholders through a variety of project work.

KEY ACCOUNTABILITIES/OUTCOMES

- Write a variety of different company communications for Rich's internal intranet, website and other communication channels, as assigned.
- Assist with research and support for Corporate Communications and corporate projects.
- Assist with special events, recognition programs, and other functions.
- Participate in brainstorming and team meetings.
- Perform various administrative support as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE

- Current enrollment in a Bachelor's or graduate degree program at an accredited university;
- Communication, Public Relations or Journalism preferred.
- Cumulative GPA of 3.25 or above
- Strong ability to write and create a wide variety of content in a number of different formats.
- Demonstrated leadership skills
- Demonstrated strong attention to detail
- Ability to collaborate and work effectively in a team environment; by expressing ideas and information in a clear and concise manner
- Recognize and respond effectively to unexpected situations and tight deadlines
- Flexibility and adaptability to changing task priorities and work situations; with ability to complete tasks regardless of obstacles
- Proven leadership experience and excellent oral and written communication skills
- Proficient with Microsoft office products.