Communications Internship Job Description

Job Title: Communications Intern  Date of Internship: May-August, 2016

Department: Communications & Government Affairs  Location: Atlanta, GA

Supervisor: Internal Communications Lead

JOB SUMMARY
Novelis, the world’s largest producer of rolled aluminum, with more than 11,000 employees and operations in 11 countries, is offering a full-time, paid internship in its Communications & Government Affairs department. The Communications Intern will support internal and external communications activities, with a heavy focus on writing and editing for both electronic and print media. The internship is for Summer 2016.

RESPONSIBILITIES
- Research and write articles for company intranet site, monthly electronic newsletters, quarterly magazine and other internal communications vehicles as needed
- Assist with uploading and publishing news stories on company intranet site and newsletters, utilizing SharePoint and Constant Contact
- Write and edit press releases and media alerts
- Write copy for the company website
- Write and edit company blog posts
- Assist in the planning of internal Global Leadership Summit for top 150 leaders
- Assist with global team-based awards program, planning events
- Conduct research on a variety of topics, including best practices for internal communications
- Edit and proofread stories, press releases, presentations, etc.
- Assist in the development of presentations
- Assist with updating company fact sheets and other overview materials used for press outreach
- Assist in developing positive story ideas for internal and external communications

QUALIFICATIONS
- Rising junior or senior standing with a major in Public Relations, Communications or English; recent grads considered
- Excellent writing and verbal communication skills
- Strong editing and proofreading skills
- Knowledge of AP style
- Detail oriented and organized
- Ability to work with others and respond quickly to multiple assignments and manage tight deadlines
- Resourceful and self-motivated
- Familiarity with Microsoft Word, PowerPoint and Excel; graphics experience a plus

The position will be full-time (40 hours), Monday – Friday, in Novelis’ corporate headquarters in Atlanta.

Novelis requires the successful completion of a pre-employment drug screen and a background check.

Interested applicants should send a resume, three recent writing samples, and one letter of recommendation via email to Brittany Conyers, Internal Communications Lead (brittany.conyers@novelis.com),