Communications Intern
Job Description

The communications intern will assist the communications specialist and plant management team with planning and preparing internal and external communication activities and plant-wide projects for Mercedes-Benz Vans, LLC in the Charleston area.

Core Responsibilities:
- Contributes to professional internal communication tools, such as presentations to employees, internal letters, info boards, employee intranet sites and internal events (content writing and design development)
- Coordinates internal stakeholders and external resources to help produce professional publications for employees at Mercedes-Benz Vans, including verifying facts, clarifying information and gathering photos
- Supports planning and implementation of external communication activities including media events, sponsorships and donations and marketing and advertising related to recruiting and employer branding
- Supports activities of Office of the CEO with projects and administrative support as needed

Qualifications:
- Currently pursuing an undergraduate degree
- Strong MS Office skills
- At least 20 hours per week during the school semester
- 40 hours per week during summer

Preferred Qualifications:
- Currently pursuing a Bachelor's degree in Communication, Public Relations, Multimedia, Marketing or related field
- 1 previous internship or volunteer/extracurricular experience related to this position
- Multimedia capability including capturing and editing photos and video
- Working knowledge of graphic design principles and programs and CMS interfaces for websites
- Fluent or practicing German speaker