



<https://www.internnerd.com/job/aurum-institute-internship/>

Aurum Institute Internship Programme 2024/2025 For Communications

Description

The Aurum Institute is seeking a dynamic and motivated Communications Intern to join its team for the 2024/2025 cycle. This internship presents an exceptional opportunity for individuals to engage in a variety of communications tasks, including content creation, social media management, and internal communications. Interns will gain invaluable hands-on experience in a professional setting while developing essential skills in the field of communications.

The Communications Internship Programme is designed for candidates interested in enhancing their professional capabilities through practical experience. Interns will support the communications team in executing a range of activities that contribute to the overall effectiveness of the Institute's communication strategy.

The program provides an immersive experience in communications, where interns will collaborate closely with experienced professionals. The objective is to equip interns with the necessary tools and knowledge to thrive in the communications field while contributing to the Aurum Institute's mission.

Responsibilities

Interns will be responsible for:

- Developing engaging content and monitoring social media channels for feedback and interactions.
- Maintaining media lists and fostering relationships with journalists.
- Writing and editing articles, press releases, blog posts, newsletters, and other communication materials.
- Assisting in the coordination of internal events and meetings.
- Managing and growing the company's social media presence across various channels, including Facebook, Twitter, LinkedIn, and Instagram.
- Preparing and distributing press materials.
- Providing administrative support to the communications team, including scheduling, organizing files, and performing other office tasks as needed.
- Creating multimedia content (e.g., videos, graphics) for diverse platforms.
- Supporting the creation and distribution of internal communications materials, such as emails, memos, and newsletters.
- Analyzing social media metrics and recommending strategies for enhancement.

Qualifications

Candidates for the internship must possess the following qualifications:

- A Bachelor's Degree or Diploma in Communications, Journalism, Public Relations, Marketing, or a related field.

Skills and Competencies:

Successful applicants should demonstrate:

Hiring organization

Aurum Institute

Employment Type

Intern

Duration of employment

12 months

Industry

Hospitals and Health Care Internships

Job Location

Johannesburg, Gauteng, South Africa, 2001, Johannesburg, Gauteng, South Africa

Working Hours

10

Date posted

December 1, 2024

Valid through

31.12.2026

- Strong organizational skills and meticulous attention to detail.
- Creativity and a proactive approach to problem-solving.
- A robust work ethic and a positive attitude.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- A basic understanding of graphic design and video editing software (e.g., Adobe Creative Suite) is advantageous.
- Familiarity with social media platforms and related tools.
- The ability to work independently and collaboratively within a team.
- A strong desire to learn and adapt in a fast-paced environment.
- An interest in current events and media trends.

Job Benefits

Interns will benefit from:

- Practical experience in a reputable organization within the communications sector.
- Opportunities for professional growth and skill enhancement.
- Exposure to a variety of communication strategies and tools.
- Networking opportunities with professionals in the field.

How to Apply?

Interested candidates are encouraged to submit their applications through the Aurum Institute's official website. Applications should include a CV, a cover letter detailing relevant experience, and any supporting documents that showcase the candidate's qualifications.