



Internship Job Title: **Communications Intern**

Company Name: **Franklin Mutual Insurance**

Street Address: 5 Broad Street
City: State: Zip: Branchville, NJ 07826
Phone: 973-948-8800
Fax: 973-948-7190
Supervisor's Name: Chelsea Vander Groef
Supervisor's Title: Marketing Communications Manager
Email: cvandergroef@fmiweb.com

Start Date: May/June

Approximate End Date: August

Hrs/Wk: 24

Wages/Hr: TBD

Specific skills required for this internship:

- Working towards undergraduate degree in Communications, Journalism, Marketing or Public Relations (Junior or Senior student status preferred)
- Creative minded
- Excellent written communication skills
- Self-motivated, detail-oriented and organized
- Experience with Photoshop a plus

Specific duties the student will learn to perform:

- Brainstorm ideas for blog posts, research topics and draft content
- Create a social media calendar, download supporting imagery, draft posts
- Assist with the creation and distribution of monthly email communications to agents
- Proof read and copy edit marketing collateral
- Participate in weekly status calls with the advertising agency; Perform follow-up tasks as needed
- Attend monthly planning committee meetings; Help coordinate and communicate employee events, fundraising and volunteer opportunities