

Sample Microinternship Description

Job Description:

The position involves working with professionals at XXXXX to assist with execution of the following tasks and projects:

Benchmarking Project: Research and identify best corporate practices or examples of how companies communicate CSR project/program outcomes and impact data on public-facing pages.

Data analysis: Review existing historical Community Footprints reports and data; identify appropriate and relevant metrics to communicate to consumer-facing audiences; recommend templates for collateral (i.e. fact sheet, infographic).

Research and analysis: Identify existing corporate practices and activities on human rights that currently meet the global goals and relevant targets; conduct gap analysis of practices and identify potential new activities to implement to align to the Global Goals ranking feasibility of activity; research other corporate practices for benchmarking purposes.

This is a paid, full-time, 30 day opportunity.

Qualifications:

Required Skills:

- Strong research and analytical skills
- Teamwork
- Effective communication skills
- Experience working with Microsoft Office Suite

Desired Skills:

- Experience in graphic design and/or digital media
- Experience in marketing strategies and techniques
- Strong presentation and data analysis skills
- Social media marketing techniques

Interested students will need to submit a one page executive summary of a writing assignment that they have developed to showcase prior talent and written communication skills. Written work motivating change in class assignments or prior internship projects would be ideal. One page executive summary, resume, and cover letter required for consideration.