**Intern, Corporate Communication**

**Work location: Singapore**

**Internship Duration: 6-12 months**

**About the team you are joining**

The incumbent will support IATA achievement of key industry economic analysis and advocacy, external relations, environment and sustainability targets across the region. This will include liaising with member airlines to maximize the value of their IATA membership and working with key stakeholders and governmental regulators to define and implement major aero-political policies and positions.

**Job Descriptions**

The Intern, Corporate Communication will play a pivotal role in supporting the corporate communication team in executing internal and external communication strategies. This role involves collaborating with various departments to ensure consistent messaging and brand representation. The ideal candidate should possess excellent written and verbal communication skills, be detail-oriented, and have a creative mindset to contribute to innovative communication initiatives.

* Assist in the development and implementation of internal and external communication plans and strategies.
* Support the creation of content for company newsletters, press releases, website, social media channels, and other communication platforms.
* Collaborate with cross-functional teams to gather information and create compelling stories that align with the company's objectives and values.
* Monitor media coverage and industry trends to identify opportunities and potential risks.
* Help maintain the company's brand identity and ensure consistency across all communication materials.
* Assist in organizing and coordinating corporate events, meetings, and presentations.
* Provide administrative support to the corporate communication team, including scheduling meetings, managing calendars, and handling correspondence.
* Conduct research and analysis to assess the effectiveness of communication strategies and recommend improvements.
* Stay updated on best practices and emerging trends in corporate communication and related fields.
* Uphold company policies and procedures related to communication, confidentiality, and professional conduct.
* Other assignments by line manager

**Qualifications**

* University Degree in a relevant discipline, bachelor's degree in communication, public relations, journalism, marketing, or a related field would be asset
* Strong English skills both on oral and writing
* Good communication skills and teamwork spirit
* Strong interpersonal skills and the ability to collaborate effectively with colleagues at all levels of the organization
* High capability on the self-study skills
* Previous social activities in event planning and coordination would be asset