

Examples of Internship Tasks

This list is compiled of tasks past interns have completed.

This list will be updated annually, as more internship tasks are completed.

Last updated 2/1/19.

Social Media & Marketing

- Create a social media calendar
- Create a social media strategy
- Post content on your social media outlets
- Scan industry media for newsworthy items and ideas

Events

- Create budgets
- Design promotional content
- Assist in set up, operation, and tear down of events
- Track attendance and participation

Daily Operations

- Complete a project for staff members
 - Especially projects that have been put off for months because no one else has had the time
- Attend company meetings
- Meet with clients
- Complete employee or client surveys
- Name photos
- Create budgets
- Place supply and catering orders
- Plan and coordinate a meeting with volunteers, staff or clients
- Create materials for presentations with PowerPoint and Google Slides
- Write internal communications
- Compile employee manuals
- Complete a yearbook for your staff, clients or volunteers

Company Website

- Compile statistics
- Assist in developing/managing website pages and content
- Data/content insertion into website

Brand Visibility

- Research new programs, campaigns or initiatives
- Produce a video for your organization
- Develop email marketing templates

Child Care

- Develop fun program activities in gym, arts & crafts and social recreation for kids