



**NATIONAL DCP, LLC**  
[www.nationaldcp.com](http://www.nationaldcp.com)  
**Job Description**

**Job Title:** Communications Intern  
**Department:** Communications  
**Reports To:** Manager, Corporate Communications  
**FLSA Status:** Non-Exempt, Hourly. Paid internship, 16-24 hours per week.  
**Prepared Date:** August 2017

### **POSITION SUMMARY**

The Communications Intern will provide support to all members of the Corporate Communications team at National DCP, the \$2 billion purchasing cooperative serving the franchisees of Dunkin' Donuts. An excellent writer, the ideal candidate will be expected to plan and create a variety of communications pieces, including public and employee website news stories, employee biographies, newsletter content and email marketing campaigns. This is a unique opportunity to gain exposure to internal and external communications as well as marketing campaigns. There will be ample opportunity to create pieces for your portfolio!

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conduct interviews and draft pieces for multiple internal and external communications channels
- Research and help build marketing campaigns
- Provide editing support to the Communications Team
- Resize and edit images for web use
- Edit and format company PowerPoint presentations. Create presentations as needed.
- Distribute member and employee news content using Outlook, Drupal website CMS, ExactTarget email marketing platform and SharePoint intranet CMS.
- Other special projects as assigned

### **QUALIFICATIONS**

The ideal candidate will be able to use this internship for college credit while seeking a degree in Communications or Marketing. Recent graduates may also apply.

- Excellent writing and editing skills. (AP knowledge is a plus)
- Proficient with Microsoft Office Products: Word, Excel, Outlook and PowerPoint
- Graphic design knowledge is a plus. (Familiarity with Adobe Creative Suite software)
- An organized team player, ready to take on meaningful communications projects.

### **TO APPLY**

Please email your resume and writing samples to [emily.mcdougald@natdcp.com](mailto:emily.mcdougald@natdcp.com).