

# Communications Intern

## Vos activités

### Your tasks

#### HOW YOU WILL MAKE AN IMPACT

- Play an integral role in shaping the location's training program and local communications practices.
- Support ongoing projects by helping to digitally capture standard work practices, and training materials through multimedia and document workflows.
- Effectively use multimedia to document work instructions and processes for manufacturing and support areas, transcribing work instructions from new and existing demo videos and assist in editing these resources.
- Develop location communication materials, from newsletters to digital signage.
- Perform location communications audit and implement approved actions.
- Partner with HR, Quality, IT, and Operations on cross-functional projects that drive efficiency and transparency.

#### THE ENVIRONMENT

- Safety is our highest priority and safety procedures / guidelines must be always adhered to. This includes personal protective equipment including safety-toe shoes and safety glasses
- This role is within a climate-controlled facility, working in an office environment as well as on the manufacturing floor.
- The role is full-time during the summer with flexibility to work part-time during the school year.
- This is a fully onsite role.

## Votre profil

### Your profile:

#### WHAT YOU BRING TO THE ROLE

- Currently enrolled in an accredited college or university, pursuing a degree in HR, Communications, Digital Media Arts, or other relevant degree.
- Advanced experience in M365 (Microsoft Lists, PowerApps, PowerAutomate)
- Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas now or in the future for this job posting.
- No relocation assistance is offered for this position.

#### ADDITIONAL WAYS TO STAND OUT



Référence  
**REF85661G**

Domaine fonctionnel  
**Communications**

Site  
**Valparaiso**

Unité légale  
**ContiTech USA, Inc.**

- Prior experience working as a Communications, HR, or IT intern.
- Experience working in an Audio/Visual role.
- Experience working in a manufacturing environment.
- IT or A/V Minor.
- Experience with AI software, Adobe Premiere, Final Cut Pro, Davinci Resolve, or similar non-linear video editing software.

## Notre offre

All your information will be kept confidential according to EEO guidelines

### EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

## A propos de nous

[About us](#)

### The Company

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent, and affordable solutions for vehicles, machines, traffic, and transportation. In 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe, and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America. Are you ready to shape the future with us?