

Communications Intern

Your tasks

YOUR TASKS

We're looking for a creative and social self-starter to join our Communications team as a Communications Intern. In this role, you'll be responsible for helping us keep our internal and external audiences informed, engaged, and inspired. You'll play a key part in gathering stories, creating engaging content, and helping tell Continental's story – from weekly newsletters to social media updates and local CSR events.

HOW YOU WILL MAKE AN IMPACT

Internal News:

- Gather stories, team updates, photos, and other content weekly
- Write, edit, and format the internal newsletter for company-wide distribution
- Assist Communications Manager with maintenance of intranet pages
- Ensure bulletin boards and all other communications tools are maintained with pertinent, up-to-date information

Social Media Assistance:

- Gather and create engaging content for the USA Facebook page (managed by corporate office in Fort Mill, SC)
- Monitor Facebook engagement activity to keep the community active and informed
- Report on key analytics

Internal Signage Updates:

- Coordinate with teams to gather up-to-date information
- Design and post updates across internal screens or bulletin boards

CSR Event Participation:

- Collaborate with the CSR (Corporate Social Responsibility) team
- Promote and participate in local events, volunteering, and social impact activities

Other tasks of this role will consist of, but not be limited to, the following:

- Develop creative and project management skills by assisting with special initiatives such as videos shooting and editing and event planning assistance
- Support employee engagement activities and employee personnel events
- Assist in preparing information and materials for internal distribution
- Create PowerPoint presentations and Excel files, as needed
- Support with department requests for edits, creating surveys, etc.



Job ID
REF92799F

Field of work
Communications

Location
Sumter

Leadership level
Leading Self

Job flexibility
Onsite Job

Legal Entity
Continental Tire the Americas, LLC

- Must be a proactive, organized communicator who is comfortable engaging with colleagues at all levels, asking questions, managing multiple deadlines, and taking initiative to gather information.
- Must be a strong storyteller and writer with an eye for tone and detail, familiar with basic content creation tools (e.g., Canva) and social media platforms such as Facebook.
- Follow all plant, ESH, CBS, quality, and department processes and procedures

NOTE: May not be inclusive of all work required and may be updated as needed.

Your profile

THE ENVIRONMENT

- Safety is our highest priority and safety procedures / guidelines must be always adhered to. While this position may be in an office setting the majority of the time, it may require time on the shop floor which will require safety wear such as hearing protection, safety shoes, and safety glasses as needed
- 12-hour 2-2-3 pattern (panama) night shift 6:45pm-7:00am including every other weekend and overtime as needed
- You may be exposed to forklift and pedestrian traffic and noise when completing tasks that are on the shop floor
- This role starts at \$20.00 an hour

WHAT YOU BRING TO THE ROLE

- Must be a college student currently enrolled in a US accredited degree program pursuing a Bachelor's or Master's degree
- Must be a current junior or higher and able to dedicate at least 12 months towards internship (will be in school for minimum the next 12 months)
- Must have and maintain a 2.5 GPA or higher
- Must be able to work on site no less than 3 days a week / a minimum of 20 hours per week during normal business hours (Mon-Fri)
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, etc.)
- Strong desire to work in a fast paced, multi-cultural, team-oriented environment
- Self-starter and a quick learner
- Must have the ability to stay organized while multi-tasking and handle pressure with adherence to quality and deadlines while maintaining a high level of professionalism
- 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

- Experience with content management systems
- Basic photography skills
- Knowledge of basic graphic design principles
- Video production and editing experience is preferred

Our offer

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 or contact US Recruiting at 800-821-2727. 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.

About us

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 preliminary sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

With its premium portfolio in the car, truck, bus, two-wheel and specialty tire segment, the Tires group sector stands for innovative solutions in tire technology. Intelligent products and services related to tires and the promotion of sustainability complete the product portfolio. For specialist dealers and fleet management, Tires offers digital tire monitoring and tire management systems, in addition to other services, with the aim of keeping fleets mobile and increasing their efficiency. With its tires, Continental makes a significant contribution to safe, efficient and environmentally friendly mobility.