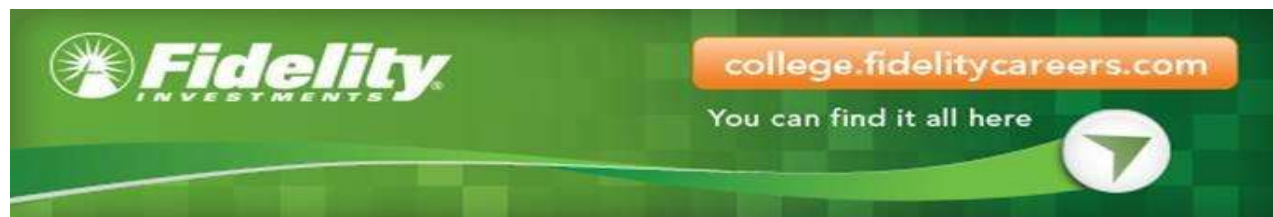


Corporate Affairs Intern



Target Majors:	Communications, Public Relations, or Marketing
Intern Assignment:	Corporate Affairs Intern
Job Address:	245 Summer Street, Boston
Is Location MBTA Accessible?	Yes
Hours Per Week:	25 Hours / Week
Preferred Days of Week:	Negotiable
Work Hours:	Under the discretion of the hiring manager
Pay Rate and Travel Stipend:	\$15.00 / Hr

Company Overview:

Fidelity Investments is one of the world's largest providers of financial services. Fidelity offers investment management, retirement planning, brokerage, and human resources and benefits outsourcing services to more than 20 million individuals and institutions, as well as thousands of financial intermediary firms. Fidelity is the largest mutual fund company in the United States, the No. 1 provider of workplace retirement savings plans, the largest mutual fund supermarket, a leading online brokerage firm and one of the largest providers of custody and clearing services to financial professionals. For more information about Fidelity Investments, visit www.fidelity.com.

Overview and Purpose

The College Intern position is a member of Fidelity Investments' Corporate Affairs team and will serve in a support position focused primarily on public relations and writing. The position will be based at Fidelity's offices at 245 Summer Street, Boston and reports to the SVP, Corporate Media Relations with the team focused on PR programs. The individual will have interaction across the Corporate Affairs team.

Key Responsibilities

PR

- Fidelity Charitable -- Support PR program for Fidelity Charitable PR campaign taking place October through December. Includes researching and updating media lists, monitoring and reporting on placements and tracking social media placements. Produce weekly summary of relevant coverage for client. Assist in analysis of Share of Voice in media.
- Other projects as assigned.

Editorial

- Research and write copy for internal and external communications vehicles
- Support development of presentations and collateral

Requirements/Qualifications:

- Excellent organizational skills, project management ability, facilitation skills, strong interpersonal, analytical, and written and oral communication skills
- Ability to work well within a team or work independently
- Ability to multi-task handling multiple projects and deadlines to ensure deadlines are met and deliverables accepted
- Strong proofreading skills a must
- Ability to interact professionally with a team and clients
- Experience in working on multiple projects simultaneously
- Ability to work collaboratively on multi-disciplinary teams
- Social media marketing experience a plus

Education and work experience:

- Intermediate Microsoft Office Suite proficiency with emphasis on excel and Power Point
- Previous office experience helpful
- Helpful to have experience in communications, public relations, or marketing