

**Site Name:** Steelcase

**Organization Description:** Steelcase is the global leader in the office furniture industry but we're in the business of helping people do what they do better. We study the ways people work, then use that knowledge to develop products and services that help people work more effectively and organizations use space more efficiently. Founded in 1912, Steelcase is a \$3.4 billion company with more than 13,000 employees and dealers in more than 600 locations around the world.

**Internship Opportunity:** Corporate Communications Intern

Steelcase, Inc. seeks highly motivated, creative, and curious students within the communications, field of study for multiple internship opportunities. Candidates should be pursuing a communications related degree (English, communications, web studies), and can be a current junior or senior with good PC skills.

We are looking for an intern who has strong skills in the following areas:

1. Excellent writing skills - particularly writing for the web
2. Excellent editing skills - ability to take content from other people and organize/rework it
3. Strong familiarity with the web - not just experience using it but ability to analyze page elements and organization
4. Advanced computer skills - ability to learn new programs quickly
5. It is a bonus if the candidate is familiar with Photoshop or other photo-editing software

The intern will gain real-world experience working on a project that will be completed by the end of their work period, and that work will be publicly available so the intern may use it as part of his/her portfolio. There will be opportunity to develop strong relationships with a wide range of people at Steelcase, as the intern works closely with them to develop new content for the website. The intern will also gain experience working in a corporate environment on a major, highly visible project.

Candidates must have the willingness to learn, grow, and the ability to adapt quickly to and promote change. Candidates should use critical thinking and problem-solving skills and have a positive, can-do attitude. The position will report to the manager of the corporate communications department.

**Internship Roles & Responsibilities:** Students will have the opportunity to:

1. Work with owners of the various content areas on steelcase.com. Depending on the expertise and needs of the content owner, the intern will at times input already-prepared content and images.
2. Help the Content Owners figure out how to reorganize the taxonomy of their section, rewrite their copy, gather new content and images, and upload them.
3. Interface with Content Owners throughout this project.
4. Inputting content, reorganizing taxonomy and re-writing copy, finding new images and, if possible, prepping them (cropping and post-processing) to match the site's requirements.

**Hours per Week:** This position will work part-time.

**Compensation:** Has been a paid internship in the past.

**Web Site:** [www.steelcase.com](http://www.steelcase.com)

**Contact:** Please send your resume to [HR12@steelcase.com](mailto:HR12@steelcase.com) to be considered for this position.