



Duo Security, Internal Communications Intern

As a Duo Internal Communications Intern, you will support the Duo Internal Communication's team in creating compelling and engaging content for Duo Security. You will gain a robust understanding of internal communications operations and will have the opportunity to work cross-functionally across several different teams within Duo, often working directly with senior leadership. We are a team that values unique perspectives, creative thinking, and go-getter attitudes and are looking for someone that can bring a fresh new perspective and energy to our team.

What you'll do...

- Assist in organization and production of internal events and materials including but not limited to monthly all-hands meetings, FAQs, slide decks, videos, newsletters, and physical and digital signage
- Support in creation, development, and delivery of internal communications that help support employee engagement initiatives
- Provide copywriting and proofreading support for messages that are distributed across various platforms, such as Slack, screen systems, email, etc.
- Produce content for and make improvements to Duo's Wiki, our global collaboration tool
- Support development of internal communications guidelines, toolkits, and resources to be distributed to management teams across the business
- Conduct research and provide data on internal communications trends and industry best practices
- Network and create projects with Duo's 2020 summer intern class
- Liaison with other departments and teams when and where necessary
- As needed, help support the internal communications team in daily administrative tasks

Skills you have...

- Excellent writing, editing, and proofreading skills. Attentive to details, quality, and accuracy.
- A natural interest in corporate communication
- Detail-oriented and willing to take on new challenges with enthusiasm
- You are adept at interpersonal and relationship-building
- Love working in a fast-paced environment and have the ability to work on several projects at the same time

- Driven, ambitious, and willing to go the distance to deliver high-quality work for the organization

3 reasons why you should apply...

- You possess a highly driven and ambitious personality, have a sharp eye for detail, and love to work in a team environment
- You love to write and want to learn about internal communications through direct experience
- You have a serious passion for excellence and love to use creative solutions to solve problems and execute projects

This job may not be for you if ...

The pace of a dynamic, growth phase company makes you uncomfortable, or if you need a lot of well-established policies and procedures before you can make decisions and drive results.

Internship Details ...

- You'll be working with teams based out of our Ann Arbor, MI and Austin, TX offices
- Program dates are May 24th - August 20th
- Roles are 40 hours per week, Monday - Friday
- Generous pay and employee perks

Duo Security, now a part of Cisco, is the leading provider of Trusted Access security and multi-factor authentication delivered through the cloud.

Duo's mission is to make security simple for everyone. We were born from a hacker ethos and a desire to make the Internet a secure place. We believe in empowering people to follow their passions inside and outside of the office and enable every employee to bring their whole self to work.

Our team is our secret weapon. We run the spectrum from artists to analysts, low-key to high energy, and bring together a diversity of skill sets, experiences, and perspectives to solve what we consider to be the world's most pressing geopolitical challenge — transforming the security industry as we know it. Together we build solutions that are easy, effective, trustworthy, and enduring. And that's why we are the most loved and trusted company in security.

Duo is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and Duo's achievement as well. In recruiting for our team, we welcome the unique contributions

that all potential candidates can bring in terms of their education, opinions, culture, ethnicity, race, gender identity and expression, nationality, age, languages spoken, veteran's status, religion, disability, sexual orientation and beliefs.

And if this role is exciting to you, we encourage you to apply even if you don't meet all 100% of the description or qualifications. Finally and most importantly, we are a proud Equal Opportunity Employer.

And if this role is exciting to you, we encourage you to apply even if you don't meet all 100% of the description or qualifications. Finally and most importantly, we are a proud Equal Opportunity Employer.