



# The Swedish-American Chamber of Commerce, San Diego

## Marketing & Events Internship Fall 2018

The Swedish-American Chamber of Commerce in San Diego (SACC-San Diego) was founded in 1989 and is the largest Swedish non-profit business organization in San Diego. Our mission is to promote and facilitate trade between Sweden and the greater San Diego area, while providing a broad spectrum of services to our members and enhancing Swedish-American networks in the U.S. and Sweden. We are now seeking highly motivated individuals for our fall 2018 internship positions.

### About the internship

The Marketing & Events position is a six months long internship located in San Diego, CA, starting **July 2<sup>nd</sup>**. The position offers a unique opportunity to gain valuable 'real world' experience and business related skills as well as developing a professional network in a region with some of the world's most prominent telecommunications, life science, and cleantech industry clusters. The interns work closely with the Board of Directors, but are the executors of the Chamber's initiatives, projects, events, and operational activities. In short it comes down to ensuring the overall success and effectiveness of SACC San Diego.

### Duties and responsibilities

The main purpose of the Marketing & Events intern is to plan and execute events as well as conducting all marketing and communication for the chamber. The events include, but are not restricted to, Business Mixers, Networking Events, and Social Events, within the interest of our current and prospective members, but initiating new and creative events in order to satisfy our members' needs, will also play an important role. Event planning skills, such as finding sponsors, organizing space/food/beverage, and coordinate marketing initiatives will be as important as the ability to maintain good relations with our members.

### Who are we looking for?

- Currently enrolled in a university program or recently graduated, within relevant area of studies
- Can work for six months straight
- Fluent in oral and written Swedish and English
- Ability to work independently as well as in groups
- Outgoing personality and strong communication skills
- Excellent organizational and administrative skills
- Swedish citizenship required

### Preferable qualifications

- Sales experience, marketing experience and/or event planning experience
- Previous international experience from studying and/or working abroad
- Web editing experience (Weebly) and SEO knowledge
- Familiar with Adobe InDesign and/or Adobe Photoshop
- Experienced with journalistic writing and/or blogging

### Compensation

There is no monetary compensation for the intern, as SACC-San Diego is a non-profit organization. However, as an intern abroad you are entitled to apply for scholarships. Some Swedish students, depending on their university program, might also be eligible to receive student aid from CSN.

### How to Apply

If you are interested in becoming our next Marketing & Events intern, please apply with your cover letter and CV at <http://sacc-usa.org/trainee/positions/> as soon as possible, although no later than **April 15<sup>th</sup>**. Interviews will be held continuously.

For questions and more information please contact Marcus Holmqvist at the SACC-San Diego office. Send an email to [operations@sacc-sandiego.org](mailto:operations@sacc-sandiego.org) or call +1 (858) 276 1545.