

## *Spring Internship Opportunity at SACC-SF/SV 2020*

# **EVENT & SPONSORSHIP INTERN, 6 months**

### **SPRING INTERNSHIP AT SACC-SF/SV 2020**

The Swedish American Chamber of Commerce in San Francisco & Silicon Valley is excited to offer an internship position at the office in San Francisco during January 7, 2020, through July 3, 2020.

### **WHO WE ARE**

Since 1948 we have been a leading facilitator of transatlantic trade and knowledge sharing between Sweden and Northern California. Our longstanding presence and reputation in San Francisco give us deep local roots and a unique understanding of the Bay Area business environment as it intersects with Swedish business.

### **WHAT WE DO**

- Through different activities, connect Sweden with Northern California
- Foster and support the Swedish-American Business Community by creating opportunities to share information and knowledge through a number of high-profile networking events and seminars throughout the year.

### **WHAT WE OFFER**

As an intern at SACC-SF/SV, you have the unique opportunity to be part of the cutting-edge setting that is the Bay Area today. Our dynamic team of “doers” organize our work much like a startup and provide the opportunity to explore different skill sets. You will have the opportunity to expand your professional network, gain new experience and advance your skills. By working in a highly inspirational atmosphere, meeting and collaborating with industry leaders and professionals in a variety of business sectors. This is a once in a lifetime chance to gain a competitive edge — in Sweden and internationally — and to experience a part of the world that is changing history.

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### **EVENTS & SPONSORSHIP INTERN, 6 months**

The Events & Sponsorship intern's role includes planning, organizing and executing activities such as business seminars, networking events, and speakers event. The intern will plan, produce, deliver and follow up program activities that are hosted by SACC-SF/SV and in collaboration with other partners. This includes generating and evaluating event ideas, creating events, marketing proposals, budgeting, time lines, writing post-event reports and more. The Event & Sponsorship intern will also be focusing on researching ideas for new events and promotion strategies.

### **Required qualifications**

- Higher education within Business, Marketing, Project Management or equivalent
- Related work or extracurricular experience
- Structured, creative, outgoing personality, salesmanship and initiative skills
- Teamwork and leadership skills
- Strong interpersonal skills and a positive, flexible attitude
- Service-minded
- Excellent verbal and written skills in Swedish and English

This is a 6 month internship beginning in January 2020. The internship has no monetary compensation, as SACC-SF/SV is a non-profit organization. As an intern abroad, you may apply for scholarships. Some students, depending on the university program, might also be eligible to receive student aid from CSN. SACC-USA will assist with the visa application. You must be a Swedish citizen eligible for a J-1 visa to be considered for this position.

Please email cover letter and resume in English to Camilla Ekenheim at [camilla.ekenheim@sacc-sf.org](mailto:camilla.ekenheim@sacc-sf.org).

**Application deadline: September 27th, 2019**