

Spring Internship Opportunity at SACC-SF/SV 2020

MEMBERSHIP & BUSINESS DEVELOPMENT 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.

MEMBERSHIP & BUSINESS DEVELOPMENT INTERN, 6 months

The Membership & Business Development intern's role includes developing new relations, fostering and maintaining relations with current members and attracting new members. The intern will develop and maintain the administrative CRM annual cycle, as well as developing membership values and benefits. The intern will manage the daily administration and communication regarding our members. This includes keeping membership information up to date, coordinating the dues and subscription collection process, developing operational policies/procedures related to the use of the CRM. The intern will work

closely with the Events and Sponsorship Intern to secure sponsors for SACC-SF/SV's events. The role also includes working with budgeting, action plans, and event participation.

Required qualifications

- Higher education within Business, Marketing, Project Management, or equivalent
- Related work or extracurricular experience
- Proficiency with database management, experience with CRM software system is a plus
- Superb oral and written communication in English and Swedish
- Detail-oriented
- Teamwork and leadership skills
- Strong interpersonal skills and a positive, flexible attitude
- Service-minded
- Passionate about creating a member community

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.

Application deadline: September 27th, 2019