

# Events & Memberships Internship

Full time | On-site in San Francisco | 6-12 months | Start in August 2022



## Job Description

The Swedish-American Chamber of Commerce in San Francisco & Silicon Valley is looking for a proactive, ambitious and result-oriented intern to join our team in San Francisco, starting in August 2022. The Events & Membership intern will be responsible for coordinating both membership events and events that reach outside the network. The events differ in size and form, ranging from webinars and smaller gatherings to larger conferences or delegation visits from Sweden. The intern will be responsible for both the organization and the technical aspects of the events and will work closely with the marketing intern to secure sponsorships. The intern may also have the opportunity to assist with project management for specific internal or external projects.

Part of the internship is to work with third-party tools for organizing and maintaining the SACC-SF/SV website. The intern will be responsible for the membership service, including keeping track of the membership database and interacting with both individual members and business partners. The role includes working closely with the SACC regional network in order to find synergies and create connections that benefit the overall Swedish community.

The intern will report directly to the Executive Director of the Chamber and will work in close collaboration with the other interns. 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. The internship starts in August 2022, for a duration of 6-12 months.

## Required Skills:

- Higher education within Business, Marketing, Project Management or equivalent.
- Related work or extracurricular experience.
- Superb verbal and written communication in English and Swedish.
- Attention to details and others.
- Good team worker with strong interpersonal skills and a positive, curious and flexible attitude.
- Service minded and passionate about creating a member community.

## Optional skills and experiences:

- Experience with building Web Pages.
- A creative out-of-the-box thinker with crazy ideas for the Chamber.
- Experience in digital marketing and building a membership organization.
- Organized larger events in past.
- Experience running Webinars for large audiences using Zoom.

## About the Swedish-American Chamber of Commerce in San Francisco & Silicon Valley

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, by working in a highly inspirational atmosphere, meeting and collaborating with industry leaders and professionals in a variety of business sectors. You will have the opportunity to expand your professional network, gain new experience and advance your skills. 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.

Our intern roles entail different focus areas of responsibility. At SACC-SF/SV we strive to build an effective team and these roles may be adapted to suit the qualifications of the applicants. If you have any questions, do not hesitate to contact us. We review applications continuously and encourage interested applicants to apply as soon as possible. **To apply, please send your CV and cover letter to [mats.andersson@sacc-sf.org](mailto:mats.andersson@sacc-sf.org).**