



Three Internships at SACC San Francisco, Spring 2014

The Swedish American Chamber of Commerce in San Francisco/Silicon Valley is now looking for three interns interested in being part of a dynamic organization. This internship provides a unique opportunity to build a strong network at a high level, while learning how to step into an important role with big responsibilities combined with effective teamwork.

San Francisco is not only the leading financial and cultural center of Northern California, but also a city where the opportunities are endless. This will give you a once in a lifetime opportunity to live and gain professional experience in a highly inspiring environment.

Here at the Chamber, assignments are designed to give you the chance to use your creativity and to think for yourself on how to best achieve a successfully completed project. We are looking for outgoing people with a passion for sales and self-starter attitude.

The three available positions are:

- **Sales & Business Development Intern**

This position entails handling trade missions in our Visitors Program. You will be reaching out to different companies, organizations and universities in Sweden to promote our service, which offers customized programs for delegation visits here in San Francisco. You will also be involved in the chamber's accounting and finance function, handling our funds and expense accounts.

- **Member Services & Sponsorship Intern**

This internship involves a great deal of client relationship management, since you will take part in handling and maintaining membership services and strategic partnerships. You will also be active in negotiating and securing sponsorship deals for the chamber's events. The intern will take part in the entire process, monitoring and following the deal through from beginning to end.

- **Web & Communications Intern**

The Web & Communications Intern's role includes social media marketing, journalistic writing, SEO and web editing. You will be involved in website development and writing material for our different media outlets. For this role you need to be familiar with Wordpress and social media (Facebook, Twitter, LinkedIn etc.).

Requirements for the internship positions:

- Higher education within Business, Marketing, Communication or Project management
- Project management experience is preferable
- Software skills, eg. MS Office
- Excellent verbal and written skills in Swedish and English
- Leadership and team-working skills
- Previous international experience is seen as an advantage
- You must be a Swedish citizen or permanent resident. SACC-USA will help out with the visa application.

The internships last for 6-12 months, beginning in January 2014.

Compensation:

There is no monetary compensation for the intern, as SACC San Francisco 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 one of SACC San Francisco's new interns, please apply with your CV and Cover Letter at <http://sacc-usa.org/trainee/jobs/apply/11169/> as soon as possible, although no later than **October 20th 2013**. Interviews will be held continuously.

Questions?

Contact Jonna Augustsson at SACC San Francisco/Silicon Valley on +1 (415) 781 4188 or at jonna.augustsson@sacc-sf.org.