



The Swedish-American Chamber of Commerce, San Diego

Event Management Internship Fall 2017

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 and commerce 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 2017 internship positions.

About the internship

The Event Management position is a six months long internship located in San Diego, CA, starting **July 3rd**. 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 Event Management intern is to plan and execute events. These 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. The Event Management Intern works closely with the other interns, so the ability to work in team is crucial to be successful.

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
- Proven record of 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
- Practical work experience and/or extracurricular activities within related areas
- Previous international experience from studying and/or working abroad
- Leadership experience

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 Event Management intern, please apply with your cover letter and CV at <http://sacc-usa.org/traineer/positions/> as soon as possible, although no later than **March 31st**. Interviews will be held continuously.

For questions and more information please contact Gustav Näslund at the SACC San Diego office. Send an email to operations@sacc-sandiego.org or call +1 (858) 262 0658.