



# The Swedish-American Chamber Of Commerce, San Diego

## Finance & Operations 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 Finance & Operations 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

There are five different internship positions and the Finance & Operations intern's role includes budgeting, accounting, financial reporting, and coordinating the interns' operations within the Chamber. In addition, it involves being responsible for the contact with the Board of Directors and the umbrella organization Swedish-American Chamber of Commerce USA, but also planning and organizing events and marketing the Chamber, together with the other four interns.

### Who are we looking for?

- Currently enrolled in a university program or recently graduated, preferably in Business Administration
- Can work for six months straight
- Fluent in oral and written Swedish and English
- Able to work independently as well as in groups
- Initiative skills as well as great organizational and administrative abilities
- Outgoing personality and strong communications skills
- Swedish citizenship required

### Preferable qualifications

- Leadership experience
- Related practical work experience and/or extracurricular activities
- Previous international experience from studying and/or working abroad
- Experience within bookkeeping, CRM, and budgeting

### 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 Finance & Operations intern, please apply with your cover letter and CV at <http://sacc-usa.org/trainee/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](mailto:operations@sacc-sandiego.org) or call +1 (858) 262 0658.