



The Swedish-American Chamber of Commerce, San Diego

Finance & Operations Internship Spring 2019

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 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 spring 2019 internship positions.

About the internship

The Finance & Operations position is a six months long internship located in San Diego, CA, starting **January 7th 2019**. 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 four 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 three interns.

Who are we looking for?

- Currently enrolled in a university program or graduated, within relevant field of study
- Can work for six months straight
- Fluent in oral and written Swedish and English
- Able to work independently as well as in groups
- Outgoing personality and strong communication skills
- Initiative skills as well as great organizational and administrative abilities
- Swedish citizenship required

Preferable qualifications

- Leadership experience
- Related practical work experience and/or extracurricular activities
- Previous international experience from studying and/or working abroad
- Strong analytical skills
- 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, please contact the SACC-San Diego office for more information. 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 **October 28th**. Interviews will be held continuously.

For questions and more information, please contact Sara Sundvall at the SACC-San Diego office. Send an email to operations@sacc-sandiego.org or call +1 (858) 285 9925.