



INTERNSHIP PROGRAM AUTUMN 2016

The Swedish-American Chamber of Commerce in Philadelphia has 2 internship openings as a Marketing Intern and a Finance intern. Both internship positions will take part in the daily operations but have different areas of specialty.

Position Summary: As an intern at SACC-Philadelphia you will assist with the daily operations of the chamber including maintenance of the website and coordinating events. The tasks will include among other marketing of events, public relations, communications and recruitment of new members. Each intern will as well have their own specialty area.

Marketing Intern – You will be in close contact with the Chambers board members as well as be a link between the chamber and its members in business/marketing related questions. As the marketing intern you will assist in producing marketing materials for different events and other occasions.

Finance Intern – You will be in close contact with the Chambers board members as well as be a link between the chamber and its members in business/finance related questions. As the finance intern you will assist in bookkeeping and budgeting.

Requirements: For both the marketing intern and the finance intern you need to be fluent in speaking and writing both English and Swedish, be pro-active, self-driven and have good social skills. Candidates should have graduated from a university (or close to graduating) with a U.S. equivalent of a Bachelors or Masters degree. Following requirements also need for each specific intern:

Marketing Intern – Basic knowledge in maintaining a website and working with the Adobe Creative Suite (Photoshop, Illustrator and InDesign) is required. Previous work experience and/or internships within marketing is preferred but not required.

Finance Intern – Basic knowledge in bookkeeping and budgeting is required. Previous work experience and/or internships within finance and previous work with financial software (Quickbooks, Visma, Fortnox etc.) is preferred but not required

What we can offer: You will be involved in a highly professional environment where you will have many opportunities to network, learn and develop in areas of your interest, helping you to shape your future career. Moreover, you will have the chance to bring your own initiatives and ideas and carry them through.

Location: Philadelphia

Duration: 6 months

Start date: July 1 2016

Compensation: There is no monetary compensation for the intern, as SACC-Philadelphia is a non-profit organization. As an intern abroad you are entitled to apply for scholarships. Some students, depending on the university program, might also be eligible to receive student aid from CSN.

For more information go to <http://www.sacc-philadelphia.org/internship.html>

Interested? Apply by emailing your application (CV & Cover Letter) to info@sacc-philadelphia.org

Apply as soon as possible but before **April 4th, 2016**.
The positions will be filled as soon as the right candidates are found.