



INTERNSHIP PROGRAM

The Swedish-American Chamber of Commerce Philadelphia is looking for two highly motivated interns for our internships focused on Finance and Marketing. An internship at SACC-Philadelphia is an excellent opportunity to gain knowledge about international business while expanding your personal network. The interns work closely with the Board of Directors but are the executors of the Chamber's initiatives, projects, events, and most operational activities as well as ensuring the overall success and effectiveness of SACC-Philadelphia.

Marketing intern

Organizing Chamber events, responsible for the general marketing of the Chamber events, through different marketing channels, etc.

Manage and build sponsorship efforts with potential sponsors and negotiate sponsorship deals for our events. Be responsible for monitoring and making sure sponsorship deals are followed through and develop and maintain strategic partnerships.

Responsible for maintaining and regularly updating the SACC-Philadelphia website. Create a social media strategy and content for SACC-Philadelphia's social media channels.

Together with the finance intern be responsible for writing articles for our monthly SACC-Philadelphia newsletter, membership, magazines Year in Review and SACC Philadelphia Update.

Requirements: Fluent in speaking and writing both English and Swedish, 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 Master's degree. Basic knowledge in maintaining a website and working with the Adobe Creative Suite (Photoshop, Illustrator and InDesign) is also required.

Preferred but not required: Previous work experience and/or internships within marketing.

Finance Intern

Managing the accounting (using QuickBooks) for the Chamber including events, membership dues and following up on later payments

Work closely with the treasurer to ensure a long-term financial strategy for the Chamber.

Keep membership database constantly update and manage CRM system. Membership recruitment and build membership relations.

Create budgets for events to ensure a good strategy for profitability.

Manage and build long-term sponsorship efforts with potential sponsors and negotiate sponsorship deals.

Together with the marketing intern be responsible for writing articles for our monthly SACC-Philadelphia newsletter, our membership magazines Year in Review and SACC Philadelphia Update.

Requirements: Fluent in speaking and writing both English and Swedish, 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 Master's degree. Basic knowledge in bookkeeping and budgeting is required.

Preferred but not required: Previous work experience and/or internships within finance and previous work with financial software (QuickBooks, Visma, Fortnox etc.).

Location: Philadelphia

Duration: 6 months

Internship start: January 5th, 2018

Last day to apply: October 1st, 2017

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.

Interested? Apply by emailing your application to info@sacc-philadelphia.org

Please include: resume, cover letter and transcript of records.

Apply as soon as possible - the position will be filled as soon as the right candidate is found!