



SACC-DC Rolling Internship Program

About the opportunity

The Swedish-American Chamber of Commerce of Washington D.C., Inc. (SACC-DC) is currently offering students the opportunity to join us in promoting Swedish-American trade and cultural exchange. We want you to gain first-hand experience of the exciting world of international business, which you will have access to through our extensive network. We provide you with a valuable insight into a non-profit organization and the Swedish-American business relationships.

Timing & Duration

We will do our best to accommodate your academic schedule and will work out start and end dates and hours together with you. For example, an internship may be slated for summer break months on a full-time basis or on a part-time or less during a Fall or Spring semester.

Tasks

As part of a small, non-profit organization with an international focus, you will assist the Executive Director and two Business Associates. Your assistance will be crucial to the daily office operations and will include the following responsibilities:

Marketing & Communications

- Help collect feature stories and news for our monthly newsletter
- Update SACC-DC's social media accounts
- Manage the upkeep of the SACC-DC website
- Create and send out event invitations

Project Support

- Assist in the planning and execution of SACC-DC events
- Contribute to the development of the Young Professionals network

General office Administration

- Review paper and electronic files and implement current organizational systems



Candidate Profile

- Currently enrolled in a higher education or due to begin higher studies within six months
- Excellent English, verbal and written
- Literacy in the Microsoft Office suite, WordPress and a design tool such as Piktochart or Canva
- Highly motivated and a team player

Location: House of Sweden, Washington D.C.

Start: Running intake (as needed/possible)

Duration: As agreed

Hours per week: Part-time (20 hours per week), or as agreed

Compensation: This is an unpaid internship