INTERNSHIP, AUTUMN 2020
SWEDISH CHAMBER OF COMMERCE

The Swedish Chamber of Commerce for the United Kingdom is the ultimate platform for entrepreneurs and businesses within the Swedish-British business community. Founded in 1906 – by business and for business – we have represented, inspired and promoted our members, extended commercial relations between Sweden and the United Kingdom, and delivered first-class services and events for over a century. With more than 400 member companies, the Swedish Chamber is one of the most active foreign Chamber of Commerce in the United Kingdom and the largest Swedish Chamber outside of Sweden.

The Swedish Chamber of Commerce for the United Kingdom is currently looking to welcome four new interns for the autumn of 2020. As an intern you will be an important part of the team at the Chamber and contribute to the everyday operations of the entire organisation. The function of the internship includes both department-specific duties as well as supporting the office with administrative tasks. The Chamber seeks to recruit an intern each for the following four departments:

Business Services Department
The main responsibilities of the Business Services Department are business support, introductions and match-making, managing acceleration and growth programmes and planning for delegation programmes and study visits. The everyday tasks of the intern include delivering projects and programmes for SMEs as well as performing various business support activities.

Membership and Community Department
The main responsibilities of the Membership and Community Department is member recruitment, member retention and relationship management within the network. The everyday tasks of the intern include managing the CRM-system, preparing and performing data projects, as well as networking with current and prospect members.

Marketing and Communications Department
The main responsibilities of the Marketing and Communications Department is promoting the Chamber and its members across all media channels, including social media, podcasts, newsletters and the member magazine The Link. The everyday tasks of the intern include both writing, photographing and designing in relevant programmes like InDesign, Photoshop and Illustrator. The intern creates content on social media and the website, marketing material for events and programmes as well as edits the membership magazine.

Event and Programme Department
The main responsibility of the Event and Programme Department is planning for, organising and executing approximately 20 events per semester. This includes both business-oriented events and events focused on social networking. The everyday tasks of the intern include preparing and planning for all events, managing event sign-ups and registrations as well as communicating with collaboration partners.

Qualifications
An ideal applicant has the following profile:
• Currently enrolled student or future student at a university or institution of higher education
• Has very good language skills in both Swedish and English
• Is prestigeless, full of initiative, fearless and ambitious
• Has a genuine interest in representing Sweden and promoting business and trade between the two countries
• Is available between June and December 2020

Specifications
An internship at the Swedish Chamber of Commerce in London lasts for six months; from June to December 2020. The internship is unpaid but the Chamber offers a weekly remuneration of £105 to cover expenses. We recommend applying for supplementing scholarships and many previous interns have chosen to study at a distance alongside the internship.

Application
In order to apply for this internship, please send an e-mail (in English) including a cover letter and CV to Managing Director Peter Sandberg at applications@scc.org.uk. The subject line should be “Internship Application for the Swedish Chamber of Commerce”. Please include a specification of your preferred department and a motivation of why you would be a good fit. Application Deadline is 2 March 2020.