



TRAINEE PROGRAM

The Swedish-American Chambers of Commerce of the United States of America

Promotion and Program Development Intern

Do you want to be part of developing the outreach strategy at SACC-USA? Would you like to have an impact on making Sweden an attractive destination for American students and young professionals? If so, then you might be the new Promotion and Program Development intern for SACC-USA.

About the program

We are very happy about our latest project, American Talent to Sweden. The goal of the project is to help Swedish companies or organizations in finding ambitious students or graduates from some of the top universities in the U.S. for traineeships in Sweden. SACC-USA promote the training positions in the U.S. and send the best candidates to the Swedish host companies. Once a final candidate is selected, we handle the whole work permit process and help the candidate with practical things like insurance, personnummer and bank account.

What you will do

A main part of your tasks will be to initiate and maintain contacts with potential host companies in Sweden and to develop our outreach strategy and increase the number of partnerships. This will give you experience in sales to major businesses and an invaluable network of business contacts internationally.

You will also maintain contact with American universities and you are encouraged to be creative in new ways of finding great candidates. SACC-USA serves as an intermediary between the host company and the trainee so you will be managing the applications and ensure they meet program requirements, and help the U.S. trainees throughout the process of moving to Sweden.

Who you are

We are looking for an outgoing and creative intern that is happy to reach out to potential partner organizations and to build relationships. Excellent communication skills and the ability to easily adapt the communication to different stakeholders are crucial. To succeed in the role we also believe that you are a person with a structured and systematic mindset and with an interest in details. Previous international experience and experience in human resources related activities is an advantage.

Does this sounds interesting? Apply by sending CV and cover letter to camilla.lindevall@sacc-usa.org, or through our website <https://sacc-usa.org/trainee/positions/us/>. Applications will be considered on a rolling basis but please apply on **October 31st** at the latest.

We look forward to hearing from you!

Duration: 6 months

Compensation: Unpaid internship

Start date: January 16th 2019

Location: Washington DC, USA