

# American Chamber of Commerce in Sweden (AmCham)

## *Policy and Communications Internship*

About the organization

**Website:** <https://www.amcham.se>

Founded in 1992 to promote U.S.-Swedish trade and investment and U.S. commercial interests, AmCham is the home of American business in Sweden, and the only trade association in Sweden dedicated to U.S.-Swedish trade and investment. We serve more than 150 members, ranging from SMEs to multinational corporations providing platforms for networking, innovation, policy shaping, knowledge sharing, and business intelligence.

### Learning objectives

The internship will give you the experience of working in a dynamic workplace in an international environment with the opportunity for a great variety of tasks and responsibilities along with invaluable networking opportunities.

### Responsibilities

- CRM support
- Assistance with communications, including writing and graphic design
- Project management and event coordination
- Participation in relevant meetings and business events
- Other administrative duties
- Attend and assist at AmCham seminars, programs and events – including occasional evenings

### Preferred background or skills

- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) - or Apple or Google equivalents
- Well-organized and proactive
- Basic CRM knowledge
- Professional English
- Knowledge of Swedish is not necessary

### Location

Klarabergsviadukten 63, 11164 Stockholm, Sweden

### Hours

10 hours per week