

# Internship Communications/ Events



German American  
Chambers of Commerce  
Deutsch-Amerikanische  
Handelskammern

## Field

Communications/ Events

## Location

San Francisco

## Job description

Are you looking for a great opportunity to gain hands-on experience in an international business setting for a future career in marketing & PR? The Representative of German Business (GACC West) is looking for a highly motivated intern to support the Communications & Events department in San Francisco. The intern will not only support the team in daily tasks but will also be deeply involved in upcoming event projects and communication/ event tasks.

## Responsibilities include but not limited to:

- Update and maintenance of website with Typo3 CRM-Tool
- Draft social media campaigns on company LinkedIn and Twitter account
- Assist with planning and execution of internal and external events, receptions and delegations (development of event concept, location search, catering selection, invitation management, RSVP management, event execution on site)
- Draft press releases and articles for the GACC West's monthly newsletter
- Administration and update of mailing lists with CRM tool
- Participate in networking events

## Requirements

- Recent graduate or still enrolled in Business Administration, Marketing/PR or similar
- Excellent verbal and written communication skills in both German and English
- Technical affinity and interest in the field of website management
- TYPO 3/ Online CRM and Photoshop experience is a plus
- Creative thinking and problem solving capability
- Very good organizational skills, and able to work in a team but also independently
- Service-oriented personality

➔ **In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.**

## Salary

\$2,470.00 per month

## Starting Date

February 1<sup>st</sup>, 2019

## Duration

6 months – 1 year

If you are interested in this challenging opportunity, please submit your resume and cover letter to: [career\\_sf@gaccwest.com](mailto:career_sf@gaccwest.com) with **"YOUR NAME | Internship Events/Communications SF"** in the subject line.