



Swedish Chamber of Commerce in Lithuania

Member of the Association of Swedish Chambers of Commerce and Industry

"Talent Garden Vilnius", Vilniaus st. 33, Vilnius
01402, Lithuania
Tel.: +370 655 28266
info@swedish.lt, www.swedish.lt

Marketing & Communication Internship

Autumn semester 2021

Internship description

The internship is full-time (40 hours/week) and spans over the period of 4-6 months, from August until November 2021/January 2022. We offer a unique opportunity to gain practical and valuable 'real world' experience and to develop business-related skills within the field of communication and marketing with a focus on strategic business cooperation between Lithuania and Sweden.

You will work in a small team together with the Managing Director and Administrative Assistant in a fast-paced mode and will be actively engaged in executing various daily activities related to external communication, marketing, and event organization. Pro-active approach and creative ideas are strongly encouraged!

The internship will be carried out in accordance with all safety measurements recommended by the Government of the Republic of Lithuania and the Ministry of Health, i.e., during the quarantine all work shall be carried out online-virtually, however when possible, with the lift of the quarantine, physically in the new office premises at Talent Garden Vilnius.

Duties and responsibilities

Communication Intern's role primarily entails working with chamber's external communication, such as social media channels and the newsletter. You will assist in preparing marketing related material (e.g. event invitations, flyers, etc.) and drafting of the bi-weekly newsletter on Mailerlite platform. Swedish media monitoring and information search in Swedish might occur (if applicable). Lastly, the position involves practical assistance with organizing and executing events (participation in webinars/physical events) and any other ad-hoc tasks assigned by the Managing Director. You are welcome to take a look at our [website](#), [LinkedIn](#) and [Facebook](#) pages to get an overview of our promotional material and past events!

Communication and marketing intern's overall responsibilities is working with chamber's external communication, such as social media channels and the newsletter, and various marketing assignments.

Following main tasks to be assigned to the intern:

- assist in preparing marketing related material, e.g., event invitations and programmes, flyers, info leaflets, e-cards, etc.
- drafting of the bi-weekly newsletter on Mailerlite platform.
- Swedish news and media monitoring in English might occur
- Drafting of daily social media messages – business related
- Assistance with event planning and execution
- any other ad-hoc tasks assigned by the Managing Director or Administrative Assistant.

Requirements

- Currently enrolled in a university program, preferably in Communications and marketing, or recently graduated
- Fluent in English both in oral and in written
- Strong motivation to contribute to chamber's activities and business-minded attitude
- Ability to take own initiatives as well as to work in a small team

- Exceptional organizational and planning skills (priority-setting is a must)
- General knowledge of social media tools and management, such as Facebook and LinkedIn.

Preferable qualifications

- Basic experience in design and visual layouts (e.g. Adobe Photoshop, Canva, etc.)
- Familiar with the Mailerlite newsletter system
- Practical work experience and/or extracurricular activities with communications/ marketing
- Knowledge of Swedish language and culture is a merit
- Previous international experience from studying and/or working abroad is a merit.

There is no financial compensation for this position from the Chamber, but the candidate may be eligible for a scholarship from her/his university – please check with your respective university.

If interested give us a ping via LinkedIn and/or send us your CV and motivation letter. The applications are accepted until 20th of June 2021 to: jone@swedish.lt.

The interviews will start running before the deadline, so you are invited to apply as soon as possible!

Looking forward to hearing from you soon!
/ SCCL team