



Swedish Chamber of Commerce in Lithuania  
Member of the Association of Swedish Chambers of Commerce and Industry

"WorkLand Lithuania", Gedimino ave. 20, Vilnius  
01103, Lithuania  
Tel.: +370 5 248 79 02  
info@swedish.lt, www.swedish.lt

## Communication Internship

*Spring semester 2021*

### Internship description

The internship is full-time (40 hours/week) and spans over the period of 4 months, from mid-January until mid-May 2021. We offer a unique opportunity to gain practical and valuable 'real world' experience and to develop business-related skills within the field of communication 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, to a large extent online (following national health regulations) and will be actively engaged in executing various daily activities related to external communication and event organization. Pro-active approach and creative ideas are strongly encouraged!

### 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!

### Requirements

- Currently enrolled in a university program, preferably in Communications, 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.

**The applications are accepted until 10<sup>th</sup> of December 2020** to: [jone@swedish.lt](mailto: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 administration