

## Internship Opportunities

The British & Commonwealth Chamber of Commerce in Finland Ry / rf is seeking for interns to work at our office in central Helsinki. The interns will help us with completing our studies and researches, marketing of our events and overall mission. They will gain valuable skills in relationship building, marketing, planning and organising events, budget management and volunteer coordination.

### Reports to

Executive Director

### Term of internship

The term of internship will be discussed individually. Preference is given to ambitious under-graduate and graduates, and young professionals seeking good references.

### Qualifications (necessary skills and experience required)

Applicants are required to have their own laptop and must be proficient in all Microsoft software applications and have above-average communication and organisational skills. He or she must also be able to multitask, think outside the box, think on their feet and troubleshoot problems. Language skills: Fluent or native proficiency in English essential; Finnish and/or Swedish is desirable. A full EU / International driving licence is also an advantage.

### Responsibilities

**Studies and Research:** Research experience focused on Commonwealth diaspora in the Nordic-Baltic region. The immigration pattern and trends, social, economic, and political aspects.

**Events management:** Preparation for events includes creating a marketing plan and budget, a Facebook presence, online event registration and marketing for participants. Drafting press releases and a thank you letter to participants and sponsors.

**General marketing:** General marketing responsibilities will include updating existing web content, creating new web content, ramp-up Facebook and LinkedIn presence, write press releases as needed, create new or update existing presentation materials (PowerPoint, brochure, etc.).

### Compensation

our internships are unpaid; however, we do have some stipends that may be awarded to interns based on results of their work.

### How to Apply

To apply, please study our website and submit a covering letter and full Curriculum Vitae in English to Vladislav Dobrokhotov, Executive Director at the British and Commonwealth Chamber of Commerce in Finland Ry / rf, by email to [vladislav.dobrokhotov@b3cf.com](mailto:vladislav.dobrokhotov@b3cf.com).