

<https://www.gacctalentnetwork.com/index.html#/jobs/306>

Job Description

NOTE: For this opening, please follow the unique application instructions found in the job description. DO NOT apply through this website.

If you apply through Bullhorn rather than how it is instructed, your application will be processed through our partners at Bullhorn Inc. and your data will be shared with the GACC NY.

The GACC NY will then delete your profile 30 days after the job posting for this position expires.

Please read our updated [Data Privacy Policy](#) in compliance with the new European data regulations (GDPR).

Job Title:

Internship Communications/Events

Location:

San Francisco

Field/Department:

Communications/Events

Start Date:

February 1st, 2019

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 are 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.

Benefits and Compensation:

\$2,470.00 per month

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 with "YOUR NAME | Internship Events/Communications SF" in the subject line.