

FACC-PNW Internship – Trade Services and Event Planning

Job Title: Trade and Events Assistant

Job Type: Unpaid, Student Internship*

Duration: Minimum 6 months

*Legal authorization to work in U.S. required, i.e. J-1 Visa

**French-American Chamber of Commerce
Seattle – Pacific Northwest**
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Seattle, WA 98121
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About our Organization

The French-American Chamber of Commerce, Pacific Northwest Chapter (FACC-PNW) is a binational, non-profit organization. Through the efforts of our partner chapters and members, FACC-PNW seeks to contribute to the development and improvement of economic, commercial, and financial relations between France and the United States.

To achieve this objective:

- We encourage sales of goods and services between both countries and promote better international understanding.
- We provide information on the economy and business environment to French and American enterprises to help promote investment by commercial and industrial enterprises of each country in the other.
- We work closely with various French and U.S. governmental and economic agencies, diplomatic and consular agents, and other associations in France and the U.S. that pursue similar goals.
- We commit to providing the highest level of service to our members and to representing the interests of our members to external organizations.
- We facilitate interactions among our members to foster continuing good economic, commercial and financial relationships between France and the U.S.A.

The FACC-PNW is a small office with three employees and an intern. A successful applicant must be able to work collaboratively with a small team, as well as take initiative and manage their time and projects effectively with little oversight.

About the Internship: Trade and Events Assistant

Trade Services Responsibilities:

The intern is responsible for the trade services offered at the FACC-PNW, working in close partnership with the FACC-PNW Deputy Director to help French companies with their business development in the Pacific Northwest.

The intern takes part in and arranges trade missions: organizing group visits to Seattle by organizations like international business schools and setting up individual meetings. The intern also motivates and encourages interactions in the local French and American business community. The FACC-PNW has several different committees that support networking and trade for different industries. The intern organizes and attends these committee meetings (i.e. Aerospace, Trade, High-Tech, Biotech, etc.). Effective time management is a must, and being able to adapt and take initiative is valued.

About the Internship (cont.)

Event Planning Responsibilities:

The intern will report directly to the FACC-PNW Operations Coordinator to support important FACC-PNW events, including attending events on select weekends/evenings. Some of our major events include: Beaujolais Nouveau Wine Festival – Seattle, Seattle’s French Fest, and Committee Meetings. As part of this role, the intern also assists with communication with members, involving daily emailing and membership registration and renewals, as well as answering the phone and taking messages both in French and in English

FEN Presentations:

The intern will be responsible for creating presentations (either in French or in English) about France and topics in French culture. The intern will periodically present this information in schools around the Greater Seattle Area to increase awareness about French language and culture.

Internship Qualifications:

Preference will be given to native French-speakers currently in their second to third year of university. All applicants must have legal authorization to work in the U.S. for the duration of their contract. Assistance will be provided in obtaining J-1 visas and coordinating internship requirements with schools.

The successful applicant will demonstrate:

- Professional, written and spoken fluency in English and in French with a working understanding of American and French business practices and customs;
- Comfort with and willingness to work with Chamber members, community leaders and general public in supporting the Executive Director’s efforts to solicit financial support and engage in activities associated with promoting Franco-American business, cultural and social relations;
- Strong organizational skills to ensure continuity in service with transition to his/her successor;
- A willingness to work as part of a team emphasizing collegiality, mutual respect and communication and shared responsibilities;
- The ability to handle multiple tasks and priorities under pressure and with competing deadlines;
- The ability to work independently, handling crisis and last minute challenges efficiently and with sound judgment;
- Proficiency in Microsoft Office suite and the ability to quickly learn new software and use it efficiently.*

*Previous knowledge and use of Constant Contact and Typo3 is a plus.

Internship Specifications:

The internship is full-time, unpaid and requires a minimum 6-month contract (up to 12 months total). A transportation card will be provided in addition to other benefits (more details provided in interviews). Options for assistance with visa process and travel available.

To Apply:

Email info@faccpnw.org with English copies of your **letter of motivation** and **resume**. Write “Trade and Events Assistant Application” in the subject-line. Interviews will be scheduled on a rolling basis until the position is filled.