



INTERNSHIP AT THE TRADE COUNCIL IN CHICAGO

MARKETING & COMMUNICATION

Do you want to promote a global green agenda and support Danish export in the U.S. and Canada? Do you have flair for communicating complex topics in a clear and understandable way? Are you comfortable with using Social Media platforms effectively?



The Trade Council's Energy and Environment Team (E&E) is looking for a highly motivated and qualified intern to assist our marketing and communication efforts from the Danish Consulate General in Chicago. The marketing and communication division is dedicated to promote sustainable Danish solutions in the U.S. and Canada, while attracting more Danish companies to explore their export potential across the Atlantic. The E&E Team is divided into four subteams and works across our offices in Chicago, Houston, Silicon Valley, Toronto and Washington D.C. We collaborate closely with our Headquarter (the Ministry of Foreign Affairs) in Copenhagen but strive to be first-movers in developing new ways to promote Danish export abroad.

The internship is 6 months from August 1, 2019 – January 31, 2020.

THE POSITION

Through the internship, you will play an important role in the E&E's marketing and communication initiatives and be an integrated part of our team. You will work to promote sustainable Danish technologies to Danish as well as U.S. stakeholders and cover the promotion of our four sub-teams on both sides of the Atlantic. You will be in weekly contact with our team members from our North American offices and will play a key role in developing the E&E Team's future marketing and communication activities.

Your daily tasks include, but are not limited to:

- Responsible for our Social Media channels and their continuous development (LinkedIn and Twitter)
- Video production and editing
- Assist in developing marketing material for The Trade Council and the Consulate General
- Support the four E&E sub-teams and coordinate on specific tasks
- Administrative tasks, which also include helping out with our daily routines

THE CANDIDATE

You will be hired as a part of the Trade Department at the Danish Consulate General in Chicago, and be included in the Consulate General's staff team consisting of 14 employees.

You are enrolled at a higher educational institution focusing on journalism, media, communication or the like. Fluency in English (oral and written) is required. Video editing skills as well as office package skills (PowerPoint, Excel & Word) are expected. Our ideal candidate has a flair for visual and graphical storytelling,

with a broad knowledge on how to aim content on Social Media platforms being a great advantage. Experience with editing websites is advantageous but not prerequisites.

The candidate should possess an independent drive along with a positive attitude when engaging in new tasks. We value that you possess a high level of integrity and creativity along curiosity and personal drive. Being open, credible and observant are additional important characteristics. As the workplace will fluctuate and increase, the candidate should be able to maintain a clear perspective and focus in stressful situations.

Interns are responsible for own expenses, i.e. plane tickets and renting of rooms or apartments. The Consulate General of Denmark in Chicago provides 4.000 DKK/month towards documented rental costs.

If you have any questions about the position or living in Chicago, please contact Katrine Jessen at katjes@um.dk

THE APPLICATION

Applications should be addressed “*Communication Intern Application: [Name]*” and sent to the Consulate General by e-mail to ordhkt@um.dk with enclosed motivational letter (max 1 page), CV, exam results and relevant recommendations. Applications must be in English. **Deadline for application: March 1, 2019**