



Danish-American Business Forum

Internships at DABF – Danish Companies' Network for Success in the US



*Are you interested in customer relations, event planning, communication and social media? Then you might be our next **Intern** or **Content Developer**!*

Danish-American Business Forum – Danish Companies' Network for Success in the US

DABF has one goal: to help Danish companies succeed in the US. We're a non-profit network with 120+ member companies spanning all industries and ranging from startups to small, medium, and even the largest Danish companies. To create value for our members, we present about 20 seminars per year to give members advice on important topics for doing business in the US: visa and tax issues, sales/marketing, legal issues, HR, cultural differences, business development, and more. We also guide members in finding the right information and partners for resolving their US challenges, on a 1:1 basis.

We're always on the look-out for talented, energetic interns who can help with our marketing and communication as well as with developing and running events and taking care of our very important CRM Customer Relationship Management system.

We usually have one Intern every 6 months (roughly Jan/Feb to June/July and July/August to Dec/Jan). And we're experimenting with adding one or more Content Developers, to help create individual pieces of digital content that we can offer to members and website visitors as downloads (short articles, infographics, quizzes, white papers etc.).

DABF Interns and Content Developers must have a high professional level of English (both written and verbal), and be interested in the US / following US business, economic and political trends. Plus, it's a *must* that our interns are self motivated but not afraid to ask for help when needed. You are a person who naturally pays close attention to detail, taking care to do things correctly. And we value your ability to independently tackle the challenges given and experiment to find good solutions, whether that be creating photos for our event invitations, writing new content for our newsletters, or finding more efficient ways to do any our our processes.

The **Intern** will participate in all activities of the network during roughly 3 days per week over the 6 month internship. We're a small team, so each individual can really make a difference. Your level of responsibility is only limited by the engagement you show and your ability to contribute to the team. You might be studying Digital Communications, Marketing, Strategic Communication, or Business and you are a regular user of Facebook, LinkedIn, Twitter, Instagram.

The **Content Developer**(s) are skilled at writing in English, good with graphics, great at thinking of topics our members and prospective members would enjoy reading/using, and available to do specific one-off short term projects any time that suits you.

DABF is a great place for an internship – but don't take our word for it! Here's a quote for a past intern who was in the CBS International Business Strategy Candidate program:



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“Working in this small team has giving me the possibility of noteworthy influence and a holistic understanding of the organization’s functioning. As an intern you are part of all stages of event- and project planning, ranging from the brainstorming sessions and meetings with speakers, to execution of the events, evaluation etc. I have also significant improved my IT skills working with DABF’s various online platforms, including a CRM system, a website, a newsletter, Social Media and much more. Lastly, the personal networking opportunities are immense, and I have benefitted greatly from this.”

Main tasks for the **Intern** will relate to:

Administration and CRM (Customer Relationship Management system)

- Register all event and newsletter signups, new member companies and their staffs, notes from customer meetings, new prospect information using our CRM system
- Create periodic analyses by exporting data from CRM system to excel: for example, number of large, medium and small companies, participation levels of the staff for each company, most popular events, other analyses that you think will help us...
- Assist with creating and sending invoices as well as updating the companies on their level of participation
- Assist with record-keeping for attendance and wait lists at highly popular Annual General Meeting and Ambassador’s Residence dinner for members
- Ordering materials and supplies as needed
- Setting up coffee for meetings with potential new members

Events / Seminars

- Assist in creating our event topics – what could help our members, who would be good speakers?
- Practical execution of events: preparation, setup, greeting, presentations, networking, tear-down, etc.
- Creation of participant lists, nametags, Email invitations, Email reminders, using Word, Excel, and free software
- Attend the events, network with the participants and speakers; take photos and film parts of the event, including interview clips with the speakers and participants
- Edit the films after the event; add text and post to our website/YouTube channel
- Create summaries of participant evaluation surveys – was it a good event, what could be improved

Written communication/marketing (in English)

- Assist in planning and gathering content for the DABF newsletter and event invitations
- Write articles for the DABF newsletter based on seminars / relevant topics
- Create infographics if you are good at that?
- Help put new articles and events and news regularly on DABF’s website (WordPress)

Practical details

- Working hours: Minimum 3 days between Monday – Thursday from 9:00 – 17:00, including a lunch break together in our canteen. For certain tasks the work may be done from home but other times must be at events, seminars and our office.
- Location: We have lovely office space inside the Awapatent building at Rigenstgade 11, 1316 Copenhagen K.
- Duration: Starts mid January or mid July/August, and runs for minimum of six months
- Salary: Unpaid internship – but it includes free lunch and snacks!

Contact

If you would love to get real-world business and marketing experience, a good network for your future career, and possibly great input for your thesis, please contact the DABF team at: business@dabf.dk .