



BRAZIL-CANADA CHAMBER OF COMMERCE (BCCC)

INTERNSHIP PROGRAM

July 2009

The Brazil-Canada Chamber of Commerce is currently offering an internship opportunity starting August 11 and for a minimum of six months. The internship is ideal for students or recent graduates who are interested in gaining entry-level experience in a non-profit trade association.

Benefits of the Internship

- Entry-level experience and professional development in business administration
- Utilize your business communication skills (verbal & written)
- Gain business experience in a well-respected non-profit trade association
- More professional contacts through regular networking with Canadian and other business representatives from the Western Hemisphere
- Enhance your resume with the ability to use a new computer program, as well as improvement of your communication, event facilitation and non-profit administration skills

Position Description and Responsibilities

After a brief orientation period, the intern will be involved in 'on-the-job' training by working on pre-defined projects related to the weekly bulletins, event facilitation and administrative duties.

Weekly newsletter:

- Editing and e-mailing weekly BCCC e-newsletter

Event Facilitation:

- E-mail invitations; assist in the event preparation and registration

Administrative projects:

- Develop and maintain the growth of database contact list – members, contacts, government agencies and trade associations
- Reply to inquiries via phone or email or transfer them to the appropriate person
- Assist the President and Vice-President of BCCC in other duties as required

Required Skills

- Outstanding organizational and administrative qualities
- Ability to work with minimal supervision
- Excellent computer skills in Ms. Office (Excel, Word, Power Point and Outlook) and desire to learn how to use other software (i.e. Dreamweaver)
- Excellent oral and written communication skills in English and Portuguese preferred
- Problem-solving, troubleshooting and research skills
- Ability to work under pressure and successfully meet deadlines

Availability

Internship period: Six months starting on August 11th, 2009.

Available to work a minimum of 15 hours/week

Application Package

Please include cover letter and resume:

Cover Letter: Describe why you want to be an intern, what you have to offer, and how you hope to benefit from the internship. Please include your weekly availability.

Resume: Qualifications and skills; past experience, including academic accomplishments and volunteering; education and personal interests.

Please note that this is voluntary internship.

Please e-mail your application package to bccc@iecanada.com

Attn: David A. Medina

Include “Application to internship opportunity” in the Subject line

For more information about the Brazil – Canada Chamber of Commerce, please visit www.brazcan.org/bccc