

Internship as Project Assistant at Social Hub Lund

Social Hub is the English-speaking section of Interkultur i Lund - an association that wants to help create a more inclusive local community, targeted both towards new and established Lundabor (inhabitants of Lund).

Within Interkultur i Lund, different sections (Arabic-speaking, Turkish-speaking, Dari/Farsi-speaking, Ukrainian-speaking, Portuguese-speaking, English-speaking and Swedish-speaking) run various social and cultural activities for language development, social establishment, personal development, intercultural exchange and professional networking.

Social Hub`s target group is very broad and consists of the larger English speaking international community in Lund/Skåne.

For the fall term we are looking for an intern as part of our team who can help us to develop the organization and its activities further - both on a strategic and an operative level.

Start Date: Fall 2024 (September/October) or Spring 2025 (January/February)

Deadline for application for Fall 2024: 16 August 2024

Some examples of tasks, duties and responsibilities that an intern may have are:

- **Project assistance:** support of the Social Hub manager and the section`s board in strategic and operative issues
- **Marketing, communication and graphic design:** involvement in marketing and communication efforts to broaden the organization`s outreach and the number of followers and participants
- **Coordination and management** of regular activities organized by Social Hub such as “Language cafés”, “Local Discoveries”, “Fit & Healthy Lab”, “Cultural Nights” etc.
- **Administration:** help in administrative tasks such as member administration or likely
- **External relations:** collaboration with other relevant organizations and stakeholders in the region
- **Fundraising, grant writing, project application:** complement the association`s efforts in finding external financing for Social Hub activities
- **Event Management:** involvement in the planning and organization of bigger events with social and cultural character

Who are you?

We are looking for someone with a high ability and motivation to support the English speaking international community in Lund and support Social Hub`s organizational development.

We expect you to have:

- Passion for the topics we focus on (especially community building, social sustainability, diversity and inclusion, intercultural communication)
- Competencies in marketing and communication OR event management OR administration OR learning & development OR grant writing OR project management
- Ability to work independently and as part of a team, to take own initiative and handle challenges in a constructive and positive way
- Language skills - English is a must. Swedish is highly welcomed. Any additional language is a plus
- Computer skills and experience in social media communication
- Structured way of working, good communications skills, service minded attitude
- Interest in and experience of working in an international and multicultural environment, intercultural sensitivity and intercultural communication skills.

The internship will provide you with a substantial degree of general work experience to be deployed in the Swedish job-market, as well as the opportunity to improve activity management and leadership skills. During the internship you will also increase your knowledge about the NGO sector and societal integration and establish a good network of personal and professional relations.

Interested? Apply by sending your CV and cover letter until 16 August latest to hr@interkultur.nu. Please write "Application for Social Hub Lund" in the subject. We look forward to hearing from you!