



**Bavarian U.S. Offices
for Economic Development, LLC**
West Coast Division

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Job Board

We are looking for talented and highly motivated individuals for a 12-month internship and/or 18-month traineeship at our San Francisco office beginning April 2020. Applications will be accepted until February 29, 2020.

Bavarian U.S. Offices represents Germany's largest and wealthiest state in the US on behalf of Bavarian Ministry of Economic Affairs, Regional Development and Energy and its foreign investment and business promotion agency Invest in Bavaria. Our representative office in **San Francisco** actively promotes Bavaria as a leading European business location across the U.S. West and offers confidential consultation to US-based companies seeking to establish or expand their operations in Bavaria.

We are seeking a Project Associate (full-time) to join our team!

What we offer:

- An exciting workplace in the heart of San Francisco's Financial District and the most important tech hub in the world – Silicon Valley.
- An energetic and intercultural work environment. Our team values open-mindedness, teamwork, and flexibility.
- Great networking opportunities with large multinational corporations, disruptive tech startups & VCs in San Francisco and Silicon Valley.
- Hands-on experience: We're a small team, so you'll have plenty of opportunities to bring in your unique skills, new ideas, and know-how.
- Fair compensation & vacation policy, reimbursement of visa costs (if applicable), healthcare.

What the job includes:

- Attend industry conferences and networking events, as well as internal staff meetings and subsequently write reports about events attended; Support project managers with current projects and business development.
- Conduct market research and create industry profiles about the latest tech trends (Enterprise Tech, Machine Learning and AI, Cybersecurity, Aerospace, Biotechnology, Augmented and Virtual Reality, etc.).
- Accompany managers to events and trade shows in various industries and assist with marketing and client follow-up (will likely include overnight business travel).
- Identify target companies and follow trends of U.S. companies via the Internet, business or trade magazines, and various info aggregation platforms (i.e. Crunchbase)
- Correspondence with target companies as well as attending meetings.
- Keep our followers updated and engaged via our Social Media channels.
- Identify new channels to meet with growth-stage companies in the U.S.
- Administrative tasks (maintaining the CRM system, answering telephones, preparing meetings, arranging marketing information packages, etc.).

What we're looking for:

- Recent graduate (at least a bachelor's degree or equivalent) of preferably Business Administration or Economics, with focus in entrepreneurship, marketing, or related fields.
- You're excited about entrepreneurship, startups & technological innovation.
- Work experience in marketing, communications, business development or related field (at least one year of post-degree work experience is required for the 18-month traineeship)
- Excellent computer skills (entire MS Office Suite; InDesign is a huge plus).
- High-level proficiency in the English and German languages.
- Excellent customer service and networking skills.
- Strong research and communication skills (verbal and written).
- Open-mindedness, outgoing personality and flexible.

Please send your complete application (cover letter, CV, references) to sanfrancisco@bavaria.org. Applications will be accepted until February 29, 2020. Please note that we will contact ONLY short-listed candidates.

We're looking forward to your application!