

## Exciting 6-Month Internship Opportunity at LPCC: Join Us in Exploring International Business

Are you an English-speaking student seeking a rewarding internship experience? Look no further! Suppose you are interested in exploring the dynamic world of international business, conducting market research, and actively contributing to the growth strategy of a prominent chamber of commerce. In that case, this internship is for you!

LPCC, a non-profit organisation fostering business-to-business relations between Poland and Luxembourg with the headquarter in Luxembourg, invites you to join our team for a 6-month unpaid internship, either online or in person.

### About LPCC:

[Luxembourg-Poland Chamber of Commerce \(LPCC\)](#) is a non-profit organisation facilitating business-to-business relations between Poland and Luxembourg. With over 60 corporate and over 40 private members, LPCC is one of the biggest business chambers in Luxembourg.

At the heart of LPCC's mission is the organisation of diverse networking events in both countries, ranging from intimate LPCC meet-ups to grand affairs like the Summer Business Party (a party for LPCC's members held at the Residence of the Ambassador of the Republic of Poland in Luxembourg and under his patronage), and the Luxembourg-Poland Business Conference (international conference focused mainly on the bilateral cooperation between Luxembourg and Poland). LPCC is also committed to furthering its impact by running the Entrepreneurial Women Project, an educational series of workshops designed for business-oriented women.

These events serve as powerful platforms for fostering connections and promoting business collaboration. **Our dedication extends to robust digital marketing promotion, ensuring that our events and programs receive the visibility they deserve. Additionally, we actively highlight and promote our corporate members who generously support these events as sponsors.**

### About Our Team:

LPCC operates as a small, dynamic organisation offering a personalised learning and development approach. Our current team comprises Polish individuals, but our corporate members represent a diverse array of nationalities. Therefore, all our communications are conducted in English to cater to our international audience.

The operational team is composed of two individuals, with one permanently based in Luxembourg and another in Wrocław. We thrive on a spirit of mutual growth, fostering an open-minded environment where continuous learning and knowledge-sharing are integral.

**This is the place for you if you:**

- ☐ Have strong writing and editing skills, as well as excellent spoken and written English.
- ☐ Stay informed about trends in communications, social media, and current affairs.
- ☐ Bring a creative mindset with a fresh perspective and new ideas.
- ☐ Are able to perform tasks autonomously, have attention to detail and good communication skills.

**What do we offer?**

We offer a 6-month unpaid internship online (you would be more than happy to meet you in Luxembourg so you can participate in events but it is not a must). During the internship, you will:

- ☐ Enjoy a creative freedom of a fully remote role.
- ☐ Be part of a vibrant team that encourages innovation and growth.
- ☐ Develop personal responsibility and initiative.

**Your tasks will include:**

- ☐ Content creation for social media (LinkedIn, Facebook, Twitter)
- ☐ Developing a growth strategy and implementing initiatives to expand reach
- ☐ Engaging with followers and responding to queries in a timely manner
- ☐ Reviewing newsletters (Mailchimp)
- ☐ Research on different markets and business trends
- ☐ Preparing presentations and documents
- ☐ Managing databases in excel
- ☐ Supporting the process of event organisation

**If you are interested in joining us and making the Luxembourg-Poland Chamber of Commerce your next professional experience, please send your CV and cover letter to [info@lpcc.lu](mailto:info@lpcc.lu) by 8 April 2024, with the subject line “LPCC Internship Application”.**