



Temporary Position – Project Assistant Embassy of Switzerland

The Embassy of Switzerland in Washington, D.C. is currently offering a full-time (40 hours per week) position as Project Assistant for the annual Soirée Suisse in the field of Communications and Public Diplomacy for 3 months: **July 1, 2024 – September 30, 2024**. The remuneration for this position is **USD 3,500 per month (gross salary)**. This position is ideal for a recent university graduate.

The Soirée Suisse is the largest annual event the Embassy of Switzerland organizes to celebrate the Swiss-American partnership. The 23rd Soirée Suisse will take place on Wednesday, September 18, 2024. The Project Assistant will be part of the Communications and Public Diplomacy Section and will work under the supervision of its Deputy Head, who is leading the Soirée Suisse project.

Duties and responsibilities:

- Invitation System Management: Designing and administering the invitation portal, managing the RSVP process for about 3,000 invitees, serving as the point of contact for colleagues, 1,500 onsite guests and sponsors, organizing the check-in process with an external vendor.
- Presentations: Update existing staff briefings/presentations and compound layouts.
- Assisting the project team in all aspects of project coordination and logistics management.
- Organizing and attending project meetings, conducting follow-ups and taking meeting minutes.

Candidate must possess:

- Completed college or university degree in a relevant field;
- A keen interest in learning all aspects of event management;
- Strong cross-cultural networking and communications skills, the ability to use them in an intercultural setting and knowledge of Swiss customs and culture;
- The ability to work independently as well as in a dynamic team, plan and organize events; to multi-task and prioritize in a fast-moving environment, as well as balance demands and manage the needs of multiple stakeholders with good judgement;
- Excellent English verbal and written communication skills;
- Excellent computer skills, including Microsoft Word, especially Excel, Paint, PowerPoint and Outlook, as well as database experience; Canva experience is a plus
- Knowledge of German or French is a plus (but not required)

We offer:

- Inviting work atmosphere and interesting work in a diplomatic representation
- Competitive salary of \$3,500 per month gross
- 5 Vacation Days (for 3 months)
- Location in NW Washington D.C., close to the Red Line Metro and bus lines 96 and X3
- Onsite parking

To apply:

All applicants must submit the following documents as a PDF file to washington.jobs@eda.admin.ch with the subject line of "Soirée Suisse: Project Assistant" to ensure timely processing of your application.

- Resume (in English);
- Motivation Letter addressing the candidate profile outlined above;
- One academic or professional Letter of Reference

No phone calls please; only those who are chosen for an interview will be contacted.

Application deadline: Sunday, May 26, 2024.