



Schweizerische Eidgenossenschaft
Confédération suisse
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Consulate General of Switzerland in Atlanta

Academic Internship at the Consulate General of Switzerland in Atlanta

The Consulate General of Switzerland in Atlanta is offering an internship position in the team of Culture, Public Diplomacy and Communications as:

Academic Intern

The purpose of this academic internship is to offer students an opportunity to discover the activities of a Swiss Representation abroad. The position with a focus on Social Media and Events is full-time (40 hours per week) for 10 - 12 months with remuneration.

Timeframe:

September 2025 – August 2026 (or upon agreement)

Tasks:

- Draft and manage high-quality social media and newsletter content
- Logistical support of event planning and implementation
- Support and attending events and exhibitions at location
- Generate ideas for programming that highlights Switzerland's culture, along with its artistic, scientific, and technological achievements
- Assist in speech preparation
- Write concept and reports on events
- Respond to requests for educational and promotional materials
- Perform additional tasks as assigned by the supervisor, such as presentations, talking points, and reports

Requested profile:

- Swiss citizenship or permanent legal resident status in Switzerland
- Recently completed Bachelor's or Master's degree
- Native speaker of one of the official languages of Switzerland
- Excellent written and spoken communication skills in English
- Enthusiasm and experience in Social-Media
- Open minded personality with interest in the arts and culture scenes in both Switzerland and the U.S.
- Max. 12 months of cumulative internship experience since graduation

All applicants must submit the following documents in PDF format:

- Résumé (in English)
- Cover letter (in English)
- Employment certificates, diplomas, and current transcripts

Please submit your application **by May 15, 2025** to atlanta.job@eda.admin.ch.

For questions, please contact Olivia S. Perner, olivia.perner@eda.admin.ch.

Applicants will be contacted after the submission deadline.