



Internship at the Consulate General of Switzerland in San Francisco March – August 2024

The Consulate General in San Francisco is offering an **internship position in the field of Tech and Digital Diplomacy, Innovation, and Public Diplomacy.**

This academic internship provides students with the opportunity to discover key activities of a Swiss representation abroad with a strong focus on the dynamics of Silicon Valley and the new fields of tech diplomacy, digital foreign policy, and cybersecurity. The academic intern will be in active interaction with representatives from tech companies, think tanks, and NGOs as well as government officials and will thereby contribute to shape a proper profile of Switzerland in these fields in Silicon Valley and beyond.

The Consulate General in San Francisco works with the innovation platform Swissnex in San Francisco, Swiss Business Hub, and Switzerland Tourism under one roof and provides hands-on experience to see modern diplomacy at work. The position is full-time (40 hours per week) for 6 months with a remuneration of USD 3'350 (US Dollars) per month (gross salary). Timeframe: **March 1 – August 31, 2024.**

Tasks:

- Support the Consul General's activities in the field of tech diplomacy, digital foreign policy, and cyber security.
- Liaise with relevant actors (tech firms, innovation leaders, think tanks, NGOs, government officials) in order to exchange information and create partnerships.
- Ensure regular reporting on key developments in Silicon Valley to relevant stakeholders in Switzerland.
- Cooperate with Swiss and American partners to organize events in the fields of Tech Diplomacy, Digital Diplomacy and related subjects.
- Elaborate concepts for future projects in the field of technology.
- Support the work of the Public Diplomacy section in key projects and events.
- Support the cultural activities of the Consulate General.

Requested profile:

- Swiss citizenship or permanent legal resident status in Switzerland.
- Fluency and interest in technologies of the future, the digital world, cybersecurity, social media, and innovation in general.
- Interest in new forms of diplomacy, interdisciplinary work, and new cooperation schemes across sectors.
- Interest and experience in event management (from preparation to follow-up).
- Excellent written and spoken communication skills in English.
- Native speaker of one of the official languages of Switzerland.
- Enthusiasm towards creative tasks and team work.
- Not more than 12 months of cumulative internship experience since graduation.
- Recently completed Bachelor's or Master's degree in Switzerland.

All applicants must submit the following documents in electronic format:

- Curriculum vitae;
- Motivation letter addressing the profile explained above (in English);
- Copy of university degree or transcripts;
- Letters of recommendation.

Please send your application package by December 3, 2023 to: sanfrancisco.job@eda.admin.ch mentioning "Internship at the Consulate General" in the subject line.