



Internship at the Consulate General of Switzerland in San Francisco, February – July 2024

The Consulate General in San Francisco is offering an internship position in the field of Public Diplomacy, Social Media and Cultural Affairs.

This academic internship offers students an opportunity to discover key activities of a Swiss Representation abroad. The Consulate General of Switzerland in San Francisco is part of “Switzerland at Pier 17” together with Swissnex in San Francisco, Swiss Business Hub, and Switzerland Tourism 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: February 1 until July 31, 2024

Tasks:

- Support the Consulate General’s activities in the field of public diplomacy, social media, and culture;
- Lead and support the organization of the Consulate Generals’ events in these fields by identifying, collaborating and corresponding closely with Swiss and American partners, ensuring a good communication on these events.
- Create social media and newsletter content;
- Elaborate ideas and concepts for future projects and social media campaigns.

Requested profile:

- Interest in modern forms and innovative approaches of diplomacy, as well as interdisciplinary work;
- Interest and experience in event management (from preparation to follow-up);
- Familiar with social media and ability to use different communication channels or marketing tools;
- Excellent written and spoken communication skills in English;
- Enthusiasm towards creative tasks and team work;
- A maximum gap of 12 months between graduation and internship;
- 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.

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 10, 2023 to: sanfrancisco.job@eda.admin.ch mentioning “Internship at the Consulate General” in the subject line.