



## Consulate General of Switzerland in New York

# Internships at the Consulate General of Switzerland in New York

The Consulate General offers three internship positions to qualified candidates in the following sections:

1. **Economic Affairs and Communication**
2. **Cultural Affairs and Education**
3. **Swiss Business Hub USA (San Francisco)**

The purpose of these academic internships is to offer students or recent graduates an opportunity to discover the activities of a Swiss representation abroad and to become familiar with the diverse aspects of a diplomatic career.

All positions are full-time (40 hours per week) and run for 4, 6 or 9 months, beginning in either March or September. Remuneration for the positions is **USD 3,400.00 per month**.

Instructions on how to apply for an internship are at the end of this document.

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## Public Diplomacy

The Consulate General of Switzerland in New York maintains a Public Diplomacy Division, which is organized into two teams with different areas of expertise: the section of Economic Affairs and Communications and the section of Culture and Education.

The Public Diplomacy work is guided by [Switzerland's Strategy for Communication Abroad 2021-24](#).

## 1. Internship in the Economic Affairs and Communication Section

### Candidates should possess:

- A general interest in international politics with a strong knowledge of current affairs;
- Specific interest in financial and economic affairs and in the topics of innovation and sustainability;
- Good organizational skills for planning and managing events;
- Basic knowledge of and interest in communication and social media (Facebook, Instagram, Twitter, LinkedIn etc.);
- Video editing skills (e.g. social media content creation) a plus;
- An ability to quickly grasp new concepts and flexibility to orientate oneself in diverse topics;
- Good research skills and an ability to compose short texts and speaking points on broad issues in English.

## 2. Internship in the Cultural Affairs and Education Section

### Candidates should possess:

- Keen interest in cultural diplomacy and desire to learn about the arts and culture scenes in both the US and Switzerland;
- Good organizational skills for planning and managing events;
- Ability to handle multiple tasks across a range of disciplines;
- Excellent writing skills in English;
- Interest in Social Media;
- Willingness to attend cultural events outside regular office hours.



## Consulate General of Switzerland in New York

# Swiss Business Hub USA

## 3. Internship at the Swiss Business Hub in San Francisco

Swiss Business Hub USA (SBH USA) is the Swiss official Export and Investment Promotion agency based in the U.S., and is directly affiliated with [Switzerland Global Enterprise](#). Our North America office is headquartered at the Swiss Consulate General in New York and has offices in New York, San Francisco and Atlanta. Our core mandates include the promotion of Foreign Direct Investment (FDI) to Switzerland and Export Promotion for Swiss SMEs looking to enter the U.S. market. To learn more about the Swiss Business Hub USA, visit [www.s-ge.com/usa](http://www.s-ge.com/usa). You can also follow us on Twitter (@SBH\_USA) and our [LinkedIn page](#).

### Candidates should possess:

- A general interest in Swiss – U.S. business relations;
- A good understanding of the Swiss business environment, key economic sectors and current affairs;
- An ability to quickly grasp new concepts and orient oneself in unfamiliar areas;
- Good research skills, and the ability to compose short texts on broad issues;
- Good organizational skills for planning and attending functions and events.

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For internship requirements, please consult the PDF document referenced in the following link (available in German, French and Italian): [www.eda.admin.ch/trainees](http://www.eda.admin.ch/trainees)

## How to apply for an internship?

### Applications are accepted during the following application periods:

- For the internship starting March, the application period is from Oct. 1<sup>st</sup> to Oct. 31<sup>st</sup>
- For the internship September, the application period is from April 1<sup>st</sup> to April 30<sup>th</sup>

All applicants must submit the following documents in electronic format:

- Curriculum vitae, in English;
- Motivation letter addressing the candidate profile explained above, in English;
- Copy of university degree or transcripts, as well as all internship documentation;
- At least one letter of recommendation, in English or any official Swiss language
- Separate informational page with the following information:
  - Name
  - Language knowledge in English, German, French, Italian and any other language (using the codes "Native" / "Fluent" / "Intermediate" / "Basic")
  - Degrees
  - Position you are applying for
  - Availability: earliest start date / latest finish date

Send application package to: [nyc.interns@eda.admin.ch](mailto:nyc.interns@eda.admin.ch)

No phone calls please.