Internship at the Consulate General of Switzerland in San Francisco 2020

We are currently offering an internship position in the field of: Public Diplomacy, Social Media, Innovation and Cultural Affairs

This academic internship offers students an opportunity to discover the various activities of a Swiss Representation abroad. The Consulate General of Switzerland in San Francisco covers the innovation platform swissnex, 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 2'700 per month (gross salary).

Timeframe: February/March until September 2020, extension for 2-3 months can be an option

Tasks:
- Supporting the Consulate General's activities in the field of public diplomacy, social media, innovation, business promotion and culture;
- Identifying, collaborating and corresponding closely with Swiss and American partners to organize and communicate about events;
- Creating social media and newsletter content;
- Elaborating ideas and concepts for future projects and social media campaigns.

Requested profile:
- Interest in modern forms of diplomacy, innovation and 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;
- Max. 12 months of cumulative internship experience since graduation;
- Swiss citizenship or permanent legal resident status in Switzerland;
- Recently completed Bachelor’s or Master’s degree in Switzerland;
- 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.

Send application package by December 15, 2019 to: sanfrancisco.job@eda.admin.ch and mention Internship at the Consulate General in the subject line