Internship at the Consulate General of Switzerland in San Francisco 2022

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 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 9 months with a remuneration of CHF 2,680 (Swiss Francs) per month (gross salary).

Timeframe: March 1 until November 30, 2022

Tasks:
- Supporting the Consulate General’s activities in the field of public diplomacy, social media, innovation, 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.
- Evaluating virtual events with the view of improving their success rate.

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;
- 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.

Send application package by December 15, 2021 to: sanfrancisco.job@eda.admin.ch and mention Internship at the Consulate General in the subject line.