



Internship in the Economic, Trade and Financial Affairs Section

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Economics and Finance Section for 6 months, from either **September 1, 2023 – February 28, 2024** or **March 1, 2024 – August 31, 2024**. The remuneration for this position is USD 3,200 per month (gross salary).

The ideal Candidate brings:

- the ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- the ability to write well in a Swiss national language and in English;
- specific interest in the economic, trade and financial relations between Switzerland and the US;
- the ability to professionally represent the Embassy at events;
- organizational skills for planning and attending functions and events;
- the willingness to integrate within a tightly-knit and high performing team;
- social intuition, a healthy dose of emotional intelligence and a positive attitude;

Candidate must:

- be a Swiss citizen, or be a non-Swiss citizen with a valid work permit for the period of the internship;
- have excellent written and spoken communication skills in English;
- speak and write fluently in Italian, French or German, with good knowledge of at least one other official language;
- not have graduated more than one year before beginning the internship;
- not have completed more than 12 months of cumulative internship experience in the Federal Administration since first graduating from a university or a university of applied sciences – including the 6 months of this internship in Washington.

All applicants must submit the following documents in one single PDF document – not exceeding 5 MB:

- curriculum vitae
- motivation letter answering all the following questions (in English or any Swiss official language – not more than one page):
 - What is the biggest opportunity for Switzerland in the US?
 - What potential drawbacks Swiss Companies can face when establishing a footprint in the US ?
 - What can Switzerland learn from the US?
- Diploma and / or transcript from current university
- any employment certificates, diplomas, or current transcripts.

The Embassy of Switzerland offers internships in various departments, but **please apply to one announcement only**. In order to process your application in a timely manner, please write in the email subject line your “*LAST NAME, First Name, Internship in the Economic, Trade and Financial Affairs Section*”. Any interviews will be conducted no later than 3 weeks after the submission deadlines stated above.

Send the application package to: washington.praktikant@eda.admin.ch

Application Deadlines:

For the period from September 1, 2023 – February 28, 2024:

April 30, 2023

For the period from March 1, 2024 – August 31, 2024:

October 31, 2023