



Legal Affairs Internship

The Embassy of Switzerland is currently offering a full-time (40 hours per week) legal internship in the Legal Affairs Team 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).**

Candidate should possess:

- a specific interest in international law – particularly international economic law and international humanitarian law – and its application in a bilateral diplomatic context;
- a profound interest in the American legal system;
- a general interest in international politics and economics with strong knowledge of current affairs;
- an ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- an ability to compose short texts on a variety of transnational legal issues;
- a desire to communicate with Embassy partners in person and on the phone;
- organizational skills for planning and attending functions and events.

Candidate must:

- be a Swiss citizen, or be a non-Swiss citizen with a valid work permit for the period of the internship;
- possess excellent written and spoken communication skills in English;
- speak and write fluently German, French or Italian, with passive knowledge of at least one other official language;
- not have graduated more than one year before beginning 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 PDF format – not to exceed 5 MB:

- first PDF document: curriculum vitae and motivation letter addressing the candidate profile explained above (in English);
- second PDF document: any employment certificates, diplomas or current transcripts.
- Third document (if necessary): other relevant documentation.

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, Legal Affairs Internship*”. Please understand that due to the number of applicants **you will not be contacted by the Embassy** unless you have been selected for an interview. Any interviews will be conducted no later than 3 weeks after the submission deadlines stated above.

Send 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