



Internships at the Consulate General of Switzerland in New York

The Consulate General offers 3 internship positions to qualified candidates in the following sections:

- 1. Economic Affairs and Communication**
- 2. Cultural Affairs and Education**
- 3. Swiss Business Hub USA (New York and 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 6 months. Remuneration for the positions is **USD 2,700 per month**.

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

1. Internship in the Economic Affairs and Communication Section

Candidate should possess:

- A general interest in international politics with a strong knowledge of current affairs;
- Specific interest in financial and economic affairs;
- Specific interest in communications;
- An ability to quickly grasp new concepts and flexibility to orientate oneself in diverse topics;
- Good research skills and an ability to compose short text on broad issues.
- A desire to communicate with external partners in person and on the phone;
- Organizational skills for planning and organizing functions and events;
- Basic knowledge and interest of social media (Facebook, Twitter, Instagram, etc.);

Timing and duration:

- 6-month internship starting in March
- 6-month internship starting in September

2. Internship in the Cultural Affairs and Education Section

Candidate 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.

Timing and duration:

- 6-month internship starting in March
- 6-month internship starting in September

3. Internship at the Swiss Business Hub (New York or 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. You can also follow us on Twitter (@SBH_USA) and our [LinkedIn page](#).

Candidate 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.

Timing and duration:

- Internships are offered in both New York and San Francisco. Please indicate which location is preferable.
 - 6-month internship starting in March
 - 6-month internship starting in September
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For all internships candidate must:

- Have completed a bachelor's degree, for all the requirements please visit: www.eda.admin.ch/trainees.

How to apply for an internship?

Applications will be accepted during the following application periods:

- For the internship March – August, the application period is from Oct. 1st to Oct. 31st
- For the internship Sept. – February, the application period is from Feb. 1st to Feb. 28th

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;
- Two letters of recommendation, in English or any official Swiss language (at least one for the Economic Affairs and Communication Section);
- 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, as well as a second choice position if your chosen position is already filled
 - Availability: earliest start date / latest finish date

Send application package to: nyc.interns@eda.admin.ch

No phone calls please.

Latest update: 23.08.2018 / COC