



## Cultural, Public Diplomacy and Communication Project Manager (100 %)

The Consulate General of Switzerland in Atlanta is seeking a qualified candidate for a full-time 100% permanent position as **Cultural, Public Diplomacy and Communication Project Manager** starting August 1, 2024, or earlier.

The Cultural, Public Diplomacy and Communication Project Manager works in the Public Diplomacy Section, which is responsible for creating, planning and implementing all aspects of the Consulate General's communications, public diplomacy and cultural outreach with the goal of promoting Switzerland to American audiences. The position focuses primarily on projects in the areas of promoting the Swiss national languages, visual and fine arts, film, music, literature, design, innovation, educational and scientific landscape, sustainability efforts and Switzerland's humanitarian profile. This position requires excellent organizational and communication skills. Projects regularly involve working with the Swiss Federal Department of Foreign Affairs in Bern (e.g. Presence Switzerland (PRS)) and external partners in Switzerland or the U.S. Additional duties beyond those listed here will be determined and assigned as needed.

### Duties and Responsibilities:

- **Project Management:** Manage public diplomacy programs and events in support of Switzerland's image abroad in the areas of culture, innovation, sustainability, humanitarian action and other related areas from conceptualization to implementation and evaluation across the Consulate General's consular jurisdiction.
- **Budget Management:** Secure internal/external project funding, keep detailed budgets and work closely with the Consulate General's accounting department on payments, account reconciliations and closures.
- **Partnership Management:** Manage the Consulate General's partnerships with public and private institutions in Switzerland and the U.S. and establish a sustained dialogue with a broad array of stakeholders.
- **Language Promotion:** Manage the Consulate General's active participation in German, French and Italian language promotion activities such as the Week of German-speaking Countries, Francophonie Festival and Settimana della Lingua italiana nel mondo.
- **Communications and Branding:** Strategize, implement and evaluate partnerships and public diplomacy engagement in all forms (virtual, in-person and on social media); liaise with communications colleagues to complement public diplomacy programs with an integrated digital strategy to reach virtual audiences.
- **Newsletter:** Establish a quarterly newsletter with the Consulate General's activities and events with Swiss content organized by cultural and other organizations in the Southeastern U.S.
- **Website and Social Media:** Responsible for creating, editing and publishing partly provided content (including images and videos) to Consulate General's website, the Swiss Impact website and social media channels.
- **Academic Intern:** Recruitment, training and coaching of the Consulate General's academic intern.
- Other duties as they may be assigned by the Consul General.

### Requirements: (Please do not apply if you do not meet all requirements listed below)

- A Master's degree in humanities, social sciences or another relevant area or a Bachelor's degree with a minimum of 3 years working experience in a related field
- 3 years of working experience in a similar field is an advantage
- Excellent communication skills in English, including the ability to conduct business in writing, in person and on the telephone
- Fluency in a national language of Switzerland with good knowledge of a second one

- Sound knowledge of Switzerland (political system, educational and scientific landscape, culture, etc.) and the desire to promote the country, its culture and its people
- Strong computer skills, including Microsoft Office and social media
- Excellent organizational skills and an ability to prioritize tasks
- Exceptional interpersonal skills and a courteous demeanour to solve problems
- Teamwork mentality and ability to work creatively and pro-actively toward achieving objectives, with attention to detail and the ability to multi-task in a fast-moving environment
- U.S. work permit (except for Swiss citizens with residence in Switzerland)

**We offer:**

- Inviting work atmosphere, interesting work in a foreign representation
- Competitive salary and benefits package (U.S. local employment contract)
- Pension plan, 20 days of vacation
- American and some Swiss holidays
- Visa assistance by way of an A-2 visa (for Swiss citizens with residence in Switzerland) is available, maximum duration of 5 years

**To Apply:**

Please send your résumé with accompanying diplomas and certificates and your letter of interest including salary expectations **no later than May 12, 2024**, in electronic format (PDF file) to [atlanta.job@eda.admin.ch](mailto:atlanta.job@eda.admin.ch). Please write into the subject line "Cultural, Public Diplomacy and Communication Project Manager" to ensure timely processing of your application.

No phone calls accepted. Only those considered for an interview will be contacted.