



Internship in the Field of Public Diplomacy

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the field of Public Diplomacy for 6 months, from either: **September 1, 2024 – February 28, 2025 and March 1, 2025 – August 31, 2025. The remuneration for this position is USD 3,200 per month (gross salary).**

The intern will be involved in all activities of the Communications and Public Diplomacy section, which largely comprises the conception, preparation and organization of public programs, mainly in the fields of culture and other priority areas of the FDFA, and, additionally, our communications outreach.

Contemporary diplomacy reaches a wide range of audiences far beyond governmental decision-makers. These audiences include individuals and representatives of public and private institutions in fields such as academia, advocacy, the arts, business, culture, development, education, human rights, international cooperation, the media, or science. A sustained dialogue with a broad array of stakeholders on topics of common interest and concern is an essential part of Swiss diplomacy worldwide.

Through the organization of and participation in public events on a variety of themes, the Embassy contributes to a better understanding of Switzerland's remarkable and often unique characteristics, including the country's cultural diversity and artistic, scientific and technological achievements, its political institutions and public policies, its economic and technological competitiveness, but also its commitment to human rights, peace, security and development world-wide. More importantly, it provides opportunities for Swiss and U.S. audiences to learn from each other's experiences and explore new possibilities of cooperation between both countries.

Candidate should possess:

- a keen interest in cultural and public affairs and international relations;
- a thorough understanding of Switzerland's politics, economy, society, and culture and the desire to share this knowledge with the American public;
- experience in event management (conceptualizing, planning and organizing events);
- excellent analytic, strategic, and research skills;
- the ability to work independently as well as in a dynamic team; entrepreneurial can-do attitude;
- adaptability and ability to work under pressure in quickly changing environments;
- a good understanding of social media and how to integrate them in a project;
- strong networking and communication skills and ability to use them in an intercultural setting;
- the willingness and ability to give presentations in front of larger audiences.

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 one single PDF document – not to exceed 5 MB:

- curriculum vitae (in English)
- motivation letter (in English)
- diploma and / or transcript from current university

- any certificates of internship or employment

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 Field of Public Diplomacy*". 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, 2024 – February 28, 2025:

April 30, 2024

For the period from March 1, 2025 – August 31, 2025:

October 31, 2024