



Consulate General of Switzerland in New York

Internships at the Consulate General of Switzerland in New York

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

1. **Economic Affairs and Communication**
2. **Cultural Affairs and Education**

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, beginning in either March or September. Remuneration for the positions is **USD 3,400.00 per month**.

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

Public Diplomacy

The Consulate General of Switzerland in New York maintains a Public Diplomacy Division, which is organized into two teams with different areas of expertise: the section of Economic Affairs and Communications and the section of Culture and Education.

The Public Diplomacy work is guided by [Switzerland's Strategy for Communication Abroad 2021-24](#).

1. Internship in the Economic Affairs and Communication Section

Candidates should possess:

- A general interest in international politics with a strong knowledge of current affairs;
- Specific interest in financial and economic affairs and in the topics of innovation and sustainability;
- Good organizational skills for planning and managing events;
- Experience with and interest in communications and social media, including content creation and scheduling (TikTok, Facebook, Instagram, X, LinkedIn, etc.);
- Knowledge of video editing. Particularly in the creation of short video formats, notably for TikTok and Instagram;
- An ability to quickly grasp new concepts and flexibility to orientate oneself in diverse topics;
- Good research skills and an ability to compose short texts and speaking points on broad issues in English.

2. Internship in the Cultural Affairs and Education Section

Candidates should possess:

- Keen interest in cultural diplomacy and good knowledge of the arts and culture scenes in both the US and Switzerland;
- Active engagement in the cultural sector by attending cultural events and visiting exhibitions;
- Willingness to attend cultural events outside regular office hours;
- Good organizational skills for planning and managing projects and events;
- Hands-on approach to the production of events;
- Good oral and written communication skills in English;
- Experience with and interest in communications and social media, including content creation and scheduling (TikTok, Facebook, Instagram, X, LinkedIn, etc.);



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- Knowledge of video editing. Particularly in the creation of short video formats, notably for TikTok and Instagram.

For internship requirements, please consult the PDF document referenced in the following link (available in German, French and Italian): www.eda.admin.ch/trainees

How to apply for an internship?

Applications are 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 April 1st to April 30th

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;
- At least one letter of recommendation, in English or any official Swiss language
- 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
 - Availability: earliest start date / latest finish date

Kindly consolidate all documents into a single PDF file before sending.

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

No phone calls please.