



Internship at the Consulate General of Switzerland in Montréal

The consulate General offers an internship position to qualified candidates in the following areas:

❖ **Cultural Affairs and Communication (Public Diplomacy)**

The purpose of the academic internship is to offer students or recent graduate Swiss citizen an opportunity to discover the activities of a Swiss representation abroad and to become familiar with the diverse aspects of a diplomatic and consular career.

The position is full-time (40 hours per week) and runs for 6 months, beginning in March or September.

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

Public Diplomacy

The Consulate General of Switzerland in Montréal maintains a Public Diplomacy Division, which is organized with the following areas of expertise: the section of Communications and the section of Culture and Education.

The Public Diplomacy work is guided by Switzerland's Strategy for Communication Abroad.

Internship at the Cultural Affairs and Communication Section

Candidates should possess:

- ❖ Swiss nationality or permanent residence in Switzerland
- ❖ University degree. No more than 12 months between graduation and start of internship
- ❖ Keen interest in public diplomacy and good knowledge of the arts and culture scenes in both Canada and Switzerland
- ❖ Experience with and interest in communications and social media, including content creation and scheduling
- ❖ Good research skills and an ability to compose short texts and speaking points on broad issues in French and English
- ❖ Knowledge of video editing. Particularly in the creation of short video formats
- ❖ Interest in the topics of innovation and sustainability
- ❖ An ability to quickly grasp new concepts and flexibility to orientate oneself in diverse topics
- ❖ 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 French and English
- ❖ The total duration of internships with the Federal Administration, including this internship must not exceed one year

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 Sep. 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 French;
- Motivation letter addressing the candidate profile explained above, in French;
- Copy of university degree or transcripts, as well as all internship documentation;
- At least one letter of recommendation, in French or any official Swiss language;
- Separate informational page with the following information:
 - Name, First Name
 - Language knowledge in French, German, Italian, English and any other language (using the codes “native” / “fluent” / “intermediate” / “basic”)
 - Degrees
 - Position you are applying for
 - Availability: earliest start date / latest finish date

Send application package to: montreal@eda.admin.ch

No phone calls please