



## Public Diplomacy Internship at the Consulate General of Switzerland in San Francisco September 2024 – February 2025

The Consulate General in San Francisco is offering an internship position in the field of Public Diplomacy, Social Media and Cultural Affairs.

This academic internship offers students an opportunity to discover key activities of a Swiss Representation abroad. The Consulate General of Switzerland in San Francisco is part of “Switzerland at Pier 17” together with Swissnex in San Francisco, Swiss Business Hub, and Switzerland Tourism and provides hands-on experience to see modern diplomacy at work. This internship is for a 6-month period, from **September 1, 2024 – February 28, 2025**. The position is full-time (40 hours per week) for 6 months with a remuneration of USD 3,350 (US Dollars) per month (gross salary).

### Tasks:

- Support the Consulate General’s activities in the field of public diplomacy, social media, and culture;
- Support the organization of the Consulate Generals’ events in these fields by identifying, collaborating and corresponding closely with Swiss and American partners, ensuring a good communication on these events.
- Create social media and newsletter content;
- Elaborate ideas and concepts for future projects and social media campaigns.

### Requested profile:

- Be a Swiss citizen, or be a non-Swiss citizen with a valid work permit for the period of the internship;
- Interest in modern forms and innovative approaches of diplomacy, as well as interdisciplinary work;
- Interest and experience in event management (from preparation to follow-up);
- Familiar with social media and ability to use different communication channels or marketing tools;
- Enthusiasm towards creative tasks and team work;
- Recently completed Bachelor’s or Master’s degree; a maximum gap of 12 months between graduation and internship;
- Not have completed more than 6 months of cumulative internship experience in the Federal Administration since graduating.
- Native speaker of one of the official languages of Switzerland. Excellent written and spoken communication skills in English;

All applicants must submit the following documents in electronic format:

- Curriculum vitae;
- Motivation letter addressing the profile explained above (in English);
- Copy of university degree or transcripts;
- Letters of recommendation.

Please send your application package by **June 30, 2024** to: [sanfrancisco.job@eda.admin.ch](mailto:sanfrancisco.job@eda.admin.ch) mentioning “Public Diplomacy Internship” in the subject line.