



Trade and Investment 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 economic promotion, trade and investment. The internship comprises key projects for promotion activities of business location Switzerland in the Western US and events organized by the Consulate General and the Swiss Business Hub.

The Consulate General of Switzerland in San Francisco works with Swissnex in San Francisco, Swiss Business Hub, and Switzerland Tourism under one roof 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 per month (gross salary).

Tasks:

- Contribute to key projects for promotion activities of business location Switzerland in the Western US.
- Monitor of key developments relevant to Foreign Direct Investment and follow the trends in key technologies.
- Conduct independent research and compilation of data concerning Swiss exports. Provide market intelligence for the Swiss export industry in the Western USA.
- Represent Switzerland at external meetings and events organized by third parties.
- Support events organized by Swiss entities (Consulate General, SBH) and ensure adequate representation at these events.
- Support the organization of Swiss delegation visits to San Francisco / the Western US.

Requested profile:

- Swiss citizen, or non-Swiss citizen with a valid work permit for the period of the internship;
- A general interest in Swiss – U.S. business relations and a good understanding of the Swiss business environment, key economic sectors and current affairs.
- An ability to quickly grasp new concepts and orient oneself in unfamiliar areas.
- Good analytical and organizational skills.
- Interest in new forms of diplomacy and interdisciplinary work.
- Interest and experience in event management (from preparation to follow-up).
- Excellent written and spoken communication skills in English.
- Native speaker of one of the official languages of Switzerland.
- 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.

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.

Send application package **by June 30, 2024** to: sanfrancisco.job@eda.admin.ch mentioning "Trade and Investment Internship" in the subject line.