



Media and Communications Manager

The Embassy of Switzerland in the United States of America located in Washington, D.C., is seeking a qualified candidate for a full-time (100%) position as **Media and Communications Manager** starting early-August 2025.

The Media and Communications Manager works in the Communications and Public Diplomacy Section, which is responsible for creating, planning and implementing all aspects of the Embassy's communications and public diplomacy outreach with the goal of promoting Switzerland to American audiences. The position focuses on both proactively supporting media relations (75%) as well as managing the annual sponsorship outreach (25%) for public diplomacy projects, and requires excellent communication skills. Projects regularly involve working with other sections at the Embassy, the Swiss Federal Department of Foreign Affairs in Bern, and third-party communications service providers.

Duties and Responsibilities

Media Relations

- Responsible for routing media inquiries through appropriate channels before responding to them in a timely manner, keeping accurate records of all interaction with the media
- Monitors the U.S. media in the form of composing a daily press review
- Plans and implements media events such as press conferences and background meetings with Swiss and U.S. journalists
- Maintains a media database of Swiss and U.S. journalists and their respective areas of focus

Communications

- Manages and implements the communication strategies and digital governance of the Swiss Federal Department of Foreign Affairs and of the Embassy of Switzerland, provides quality control with respect to the consistent use of language, terminology, and corporate design/identity
- Plans and implements communications and outreach activities in support of the Embassy's public diplomacy priorities and initiatives (including video content)
- Responsible for writing, editing, and overseeing the design of print and online materials such as the Embassy's quarterly newsletter "Switzerland Today," media releases, speeches for the Ambassador and for other members of the Embassy's leadership team, brochures, social media posts and the Embassy's website content
- Supports the Social Media Manager in monitoring and creating content for the Embassy's social media channels

Sponsorship Management

- Liaises with Presence Switzerland and the Swiss Ambassador on the curated list of potential sponsors
- Manages outreach and follow-up to all potential sponsors for the annual Soirée Suisse
- Maintains relationships with current sponsors and engages with new sponsors
- Liaises with the Embassy's accounting department on the logistics of the sponsorship contracts and on the public reporting of the annual sponsors on the Embassy's website

Administration

- Manages and maintains subscriptions to all newspapers and magazines in circulation at the Embassy
- Manages media monitoring subscriptions and services

Requirements

- Four-year college/university degree in international relations, political science, arts, or related field

- At least three continuous years of relevant professional work experience in the field of communications and sponsorship management
- Fluency in English as well as either German, French, or Italian is required; passive knowledge of one of the other languages is preferred
- Excellent written and verbal communication skills, including the ability to compose texts and other written material, and to conduct daily business in English
- Excellent knowledge of Switzerland (political system, education, science, culture, etc.) and the desire to promote the country, its culture, and its people
- Excellent knowledge of the DC area's media landscape and ability to build new relationships with U.S. and Swiss correspondents
- Excellent computer skills, including Microsoft Office Suite, experience in web content management, and proficiency on all social media platforms and monitoring tools, and willingness to learn new software as needed
- Social media and creative content production: Proficiency in the use of graphic design programs (Adobe Creative Suite and Content Management Systems) and video production and editing programs
- Proven ability to work independently, but also to integrate into a team to achieve common goals
- Ability to prioritize, multitask, and be flexible sometimes under pressure and with short deadlines
- Friendly and open-minded personality with a reliable and tactful character
- Occasional work on weekends and evenings as needed (approx. 3-5 weekends and 20-30 evenings per year)
- Service-oriented approach toward tasks
- U.S. citizen or lawful permanent residency status (LPR, greencard holder) preferred
- Capable of lifting up to 40 lb.
- Valid U.S. driver's license

We Offer

- An inviting working atmosphere, interesting work at a foreign representation
- Competitive salary and benefits package (U.S. local employment contract)
- Employer-matched 401(k) plan for eligible employees
- 20 annual vacation days, some American holidays and some Swiss holidays
- Location in N.W. Washington, D.C.

To Apply

Please send your résumé, a Motivation Letter that addresses your qualifications for the position as described above, a separate statement of preferred salary and two letters of recommendation no later than **Sunday, June 15, 2025**, in PDF format to: washington.jobs@eda.admin.ch. In the subject line, please write your "LAST NAME, FIRST NAME, Media and Communications Manager" to ensure timely processing of your application.

No phone calls please; only those who are selected for an interview will be contacted by mid-June.