



Public Diplomacy Project 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%) 2-year contract position as **Public Diplomacy Project Manager** starting early-August 2025.

The Public Diplomacy Project 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 primarily on strategic project and event management in the areas of Swiss language/literature promotion, visual and fine art, architecture and design, and Switzerland's humanitarian profile. This position requires excellent organizational and communication skills. Projects regularly involve working with other sections at the Embassy, the Swiss Federal Department of Foreign Affairs in Bern, and external local partners.

Duties and Responsibilities

- Project Management: Manage public diplomacy programs and events in support of Switzerland's image abroad in the areas of culture (architecture and design, fine arts, literature), as well as humanitarian development, gender equality, and other related areas from conceptualization to implementation and evaluation.
- Budget Management: Secure internal/external project funding, keep detailed budgets, and work closely with the Embassy's accounting department on payments, account reconciliations, and closures.
- Partnership Management: Manage the Embassy's partnerships with public and private institutions in Switzerland and the U.S. and establish a sustained dialogue with a broad array of stakeholders.
- Content Creation & Storytelling: Oversee content creation for the Soirée Suisse, the Embassy of Switzerland's annual signature public diplomacy event welcoming representatives from the U.S. administration, Congress, and other opinion leaders and decision makers.
- Language Promotion: Manage the Embassy's active participation in language promotion activities for German, French, Italian and/or Romansch.
- Communications and Branding: Strategize, implement, and evaluate partnerships and public diplomacy engagement in all forms (virtual, in-person, and on social media); liaise with communications colleagues to complement public diplomacy programs with an integrated digital strategy to reach virtual audiences; incorporate the Embassy's Swiss Impact campaign; and collaborate with other Embassy departments on public diplomacy activities to increase the understanding of Switzerland in the United States.

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 project 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
- Broad interests, aptitude for public diplomacy, and an interest in working in a diplomatic setting
- 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

- Service-oriented approach to tasks
- Excellent computer skills, including in Microsoft Office Suite, experience with databases and event management platforms (such as zkipster), and willingness to learn new software as needed
- Occasional work on weekends and evenings (approx. 3-5 weekends and 5-10 evenings per year)
- Knowledge of the DC area's cultural institutions and non-profit landscape
- 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 U.S. holidays and some Swiss holidays
- Location in NW 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, Public Diplomacy Project Manager" to ensure timely processing of your application.

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