



## Consulate General of Switzerland in New York

# Internships at the Consulate General of Switzerland in New York

The Consulate General offers two internship positions to qualified candidates in the following sections:

1. **Economic Affairs and Communication**
2. **Cultural Affairs and Education**

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

All positions are full-time (40 hours per week) and run for 6 months, beginning in either March or September. Remuneration for the positions is **USD 3,400.00 per month**.

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

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## Public Diplomacy

The Consulate General of Switzerland in New York maintains a Public Diplomacy Division, which is organized into two teams with different areas of expertise: the section of Economic Affairs and Communications and the section of Culture and Education.

The Public Diplomacy work is guided by [Switzerland's Strategy for Communication Abroad 2021-24](#).

## 1. Internship in the Economic Affairs and Communication Section

### Candidates should possess:

- A general interest in international politics with a strong knowledge of current affairs;
- Specific interest in financial and economic affairs and in the topics of innovation and sustainability;
- Good organizational skills for planning and managing events;
- Experience with and interest in communications and social media, including content creation and scheduling (TikTok, Facebook, Instagram, X, LinkedIn, etc.);
- Knowledge of video editing. Particularly in the creation of short video formats, notably for TikTok and Instagram;
- An ability to quickly grasp new concepts and flexibility to orientate oneself in diverse topics;
- Good research skills and an ability to compose short texts and speaking points on broad issues in English.

## 2. Internship in the Cultural Affairs and Education Section

### Candidates should possess:

- Keen interest in cultural diplomacy and good knowledge of the arts and culture scenes in both the US and Switzerland;
- 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 English;
- Experience with and interest in communications and social media, including content creation and scheduling (TikTok, Facebook, Instagram, X, LinkedIn, etc.);



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- Knowledge of video editing. Particularly in the creation of short video formats, notably for TikTok and Instagram.

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For internship requirements, please consult the PDF document referenced in the following link (available in German, French and Italian): [www.eda.admin.ch/trainees](http://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 Oct. 1<sup>st</sup> to Oct. 31<sup>st</sup>
- For the internship Sept. – February, the application period is from April 1<sup>st</sup> to April 30<sup>th</sup>

All applicants must submit the following documents in electronic format:

- Curriculum vitae, in English;
- Motivation letter addressing the candidate profile explained above, in English;
- Copy of university degree or transcripts, as well as all internship documentation;
- At least one letter of recommendation, in English or any official Swiss language
- Separate informational page with the following information:
  - Name
  - Language knowledge in English, German, French, Italian 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: [nyc.interns@eda.admin.ch](mailto:nyc.interns@eda.admin.ch)

No phone calls please.