



## 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 fields:

1. Economic Affairs and Communications
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.

Positions are full-time (40 hours per week) and run for 6 months. Remuneration for the positions is **USD 3,600.00 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 Cultural Affairs and Education.

The Public Diplomacy work is guided by the [Strategy for Communication Abroad \(2025–2028\)](#).

### 1. The Economic Affairs and Communications Section

## Internship in Project Management & Communications

### Candidates should possess:

- Strong interest in international politics, current affairs, and topics such as innovation, sustainability, and economic development;
- Excellent organizational skills for planning and supporting public diplomacy events and communication initiatives;
- Strong research and writing abilities in English, with experience drafting short texts, speaking points, and digital content;
- Experience or keen interest in communications, particularly in media relations and social media;
- Familiarity with social media management, analytics, and/or scheduling tools (Instagram, LinkedIn, X, Facebook, TikTok etc.);
- Basic skills in content creation – photography, video editing (especially short formats), or graphic design are an asset;
- Ability to quickly grasp new concepts and adapt to a variety of topics.
- Hands-on approach to event production.

### 2. The Cultural Affairs and Education Section

## Internship in Project Management

### Candidates should possess:

- Keen interest in cultural diplomacy and good knowledge of the arts and culture scenes in both the US and Switzerland;



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- 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;
- Interest in communications and social media, including content creation, scheduling, and video editing for short formats.

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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:**

### **Economic Affairs and Communications – Internship in Project Management and Communications**

- Recruitment period: **January 1–31 2026**
- Internship period: **June–November 2026**

### **Cultural Affairs and Education – Internship in Project Management**

- Recruitment period: **April 1–30 2026**
- Internship period: **September 2026–February 2027**

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.

**Kindly consolidate all documents into a single PDF file before sending.**

Send application package to: [nyc.interns@eda.admin.ch](mailto:nyc.interns@eda.admin.ch)

No phone calls please.

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