

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.

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:

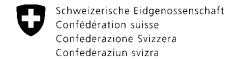
- Strong interest in international politics, current affairs, and topics such as innovation, sustainability, and economic development;
- Excellent organizational skills for planning and supporting public diplomacy events and communication initiatives;
- Strong research and writing abilities in English, 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;



Consulate General of Switzerland in New York

- 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.

For internship requirements, please consult the PDF document referenced in the following link (available in German, French and Italian): 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:
 - o Name
 - Language knowledge in English, German, French, Italian and any other language (using the codes "Native" / "Fluent" / "Intermediate" / "Basic")
 - o Degrees
 - o Position you are applying for
 - o 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

No phone calls please.

Latest update: 01.12.2025 / PJS