



Internship Residence of the Consul General of Switzerland in San Francisco, February – July 2024

The Consulate General in San Francisco is offering a full-time (40 hours per week) internship in the Residence of the Consul General. This position envisions a student/graduate from a university of applied sciences specialized in hospitality. The intern will work with the Consul General, his Personal Assistant and the Manager of the Swiss residence to ensure that events, invitations and receptions are professionally managed at a diplomatic level. This internship is for a 6-month period, from February 1, 2023 – 31 July 2024. The remuneration for this position is USD 3,350 per month (gross salary).

Duties and responsibilities:

- Support the Consulate General with administrative tasks related to events, including, but not limited to, post-event accounting, event summary sheets, material purchasing and inventorying (as needed), and other duties as assigned;
- Assist with day-to-day event operations, including scheduling, invitations, guest lists, guest communication; ahead of the event;
- Assist at the Consulate General event execution, ensuring the proper functioning, including the interaction with guests;
- Ensure the full operational set-up and management of the Residence's new wine cellar, including purchasing and inventorying;
- Assist with planning and executing, from start to finish, a minimum of five events at the Residence;

Skills:

The candidates should possess:

- A general interest in event management and international affairs;
- A specific interest in diplomatic protocol, gastronomy and network development;
- The ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- Organizational skills for planning and attending functions and events.
- The ability to communicate professionally by various means (email, phone, in person);
- The desire to develop existing networks and to tailor contact lists based on events and public diplomacy topics

Candidates must:

- Be a Swiss citizen, or be a non-Swiss citizen with a valid work permit for the period of the internship;
- Possess good spoken communication skills in English; speak and write fluently German, French or Italian, with passive knowledge of at least one other official language;
- Be enrolled in, or have completed, a university of applied sciences program in hotel and/or event management/tourism or relevant field;
- Not have graduated more than one year before beginning internship; not have completed more than 6 months of cumulative internship experience in the Federal Administration since first graduating from a university or a university of applied sciences

All candidates must submit the following documents:

- Curriculum vitae and motivation letter addressing the candidate profile explained above (in English);
- Employment certificates, diplomas or current transcripts;
- Other relevant documentation if necessary.

Please send your application package by December 10, 2023 to:
sanfrancisco.job@eda.admin.ch mentioning "Internship at the Consulate General".