



## Consulate General of Switzerland in New York

# Internships at the Consulate General of Switzerland in New York

The Consulate General offers three 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 3,500.00 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

### Candidates should possess:

- Strong interest in current affairs, with awareness of international politics, innovation, sustainability, and economic development;
- Ability to quickly grasp new concepts and adapt to a variety of topics;
- Excellent organizational skills for planning and supporting public diplomacy events and communication initiatives;
- Solid research and writing skills in English, with the ability to draft short texts and speaking notes, and prepare professional presentations;
- Interest in communications, particularly in media relations and social media;
- Hands-on approach to event production.

## Internship in Social Media Management and Media Relations

### Candidates should possess:

- Experience with and interest in social media content creation, analytics, and digital communication strategy;
- Familiarity with social media management tools and scheduling (TikTok, Facebook, Instagram, X, LinkedIn, etc.);
- Knowledge of video editing, particularly in the creation of short video formats for TikTok and Instagram;
- Good organizational skills for planning and supporting public diplomacy events and communication efforts;
- Good oral and written communication skills in English;
- Previous experience in photography, graphic design, or press relations is a plus.



## Consulate General of Switzerland in New York

## 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;
- 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 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

- Recruitment period: **October 1–31, 2026**
- Internship period: **March–August 2027**

#### Economic Affairs and Communications – Social Media Management and Media Relations 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.