Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland
in the United States of America

Internship in the Office of the Defense Attaché

The Embassy of Switzerland in Washington D.C. is currently offering full-time (40 hours per week) internships in the Office of the Defense Attaché (DA) for 6 months, from **March 1st – August 31, 2027. The remuneration for this position is USD 3,600 per month (gross salary).**

Preference for this position will be given to an Officer of the Swiss Armed Forces. Non-commissioned Officers of the Swiss Armed Forces are however also encouraged to apply. This internship offers a **unique opportunity** to learn more about U.S. security policy, U.S. politics in general, the U.S. Armed Forces and their capabilities and challenges, as well as current conflicts, in which the USA are militarily involved. Finally, this internship also offers a first-hand experience of diplomacy in one of the most important capitals.

The Office of the DA at the Embassy is the Swiss liaison office to the U.S. Department of Defense and the U.S. Armed Forces. Our mission is three-fold:

- We are the **point of contact** for all business regarding the U.S. Department of Defense and the U.S. Armed Forces, with the exception of procurement;
- We are **counselors** to the Ambassador, the Swiss Department of Defense, the Swiss Armed Forces and the Swiss Government in general for all questions regarding the U.S. defense policy as well as the U.S. Armed Forces and report accordingly;
- We are **enablers**. We bring people together and find ways and means to best serve Switzerland's security policy interests in the USA.

The successful candidate will primarily follow a wide range of security policy issues and discussions, regularly write reports, and support the Office of the DA in its projects and daily business. The main focus will lie on participating in think tank events, attending relevant congressional hearings, reviewing and analyzing documents as well as appropriate reporting. In order to be considered, the candidate must fulfill the following **requirements**:

- be a Swiss citizen;
- maintain their legal residence in Switzerland throughout the internship;
- be at least a Non-commissioned Officer of the Swiss Armed Forces;
- have a strong interest in security policy matters and current conflicts around the globe;
- have a desire to conduct research, draft reports and work in a small dynamic team;
- have good communication skills to reach out to partners inside and outside the Embassy;
- possess excellent written and spoken communication skills in English;
- speak and write fluently German, French or Italian, with passive knowledge of at least one other official language;
- not have graduated more than 12 months before beginning the internship (for the purposes of calculating this period, long periods spent abroad, doing military or civic service or on maternity leave are excluded from this period);
- not have completed more than 12 months of cumulative internship experience in the Federal Administration since first graduating from a university or a university of applied sciences – including the 6 months of this internship in Washington D.C

All applicants must submit the following documents in one single PDF document – not to exceed 5 MB:

- curriculum vitae (in English)
- motivation letter (in English)
- diploma and / or transcript from current university
- any certificates of internship or employment

The Embassy of Switzerland offers internships in various departments, but **please apply to one announcement only**. In order to process your application in a timely manner, please write in the email subject line your "*LAST NAME, First Name, Internship in the Office of the Defense Attaché*". Please understand that due to the number of applicants **you will not be contacted by the Embassy** unless you have been selected for an interview. Any interviews will be conducted no later than 2 weeks after the submission deadlines stated above.

Send application package to: **washington.praktikant@eda.admin.ch**

Application Deadlines:
For the period from March 1st – August 31, 2027: **November 13, 2026**