Schweizerische Eidgenossenschaft
Confédération suisse
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VACANCY ANNOUNCEMENT

Policy Advisor State and Local Affairs

Location: Washington, D.C.
Employment Type: Full-time, locally recruited position
Eligibility: U.S. citizens and lawful permanent residents (LPRs).

The Embassy of Switzerland in the United States of America, located in Washington, D.C., is seeking a qualified candidate for the position of **Policy Advisor for State and Local Affairs**.

Switzerland aims to maintain and deepen its relations with the United States at various levels, increase investment, and expand cooperation with all U.S. states. The states are key drivers of the country's economic and technological development, particularly in the fields of emerging technologies, artificial intelligence (AI), space, research, and education and vocational training.

Key responsibilities

The Policy Advisor will play a key role in fostering Switzerland's engagement at the state and local levels and identifying opportunities for strategic engagement. This includes identifying key points of contact and opportunities for collaboration with state and local governments, city administrations, legislatures, and other relevant stakeholders.

The Policy Advisor will oversee the mapping of existing and potential areas of Swiss political, economic, and innovation-related engagement across all 50 states, identifying priorities and opportunities for further collaboration.

In close cooperation with the Swiss network in the United States, particularly the Swiss consulates general, the Policy Advisor will regularly plan and coordinate official trips and visits by the Swiss Ambassador and Swiss delegations to states, cities, and regions.

As a member of the Embassy's political team, the ideal candidate will be a skilled networker and team player who engages with and supports stakeholders across Swiss diplomatic representations in the United States. The candidate will also work closely with all sections of the Embassy, including Economy and Finance, Science and Technology, and Communications and Public Diplomacy.

Required qualifications and experience

- A college or university degree or a Ph.D. in a relevant field.
- At least four years of relevant professional experience in the United States, ideally in policy planning, strategy development, political campaigning, business promotion, or professional communications.
- Strong knowledge of, or a keen interest in, the strategic areas of Swiss engagement in the United States, such as AI, the economy, life sciences, space, innovation, or workforce development, as well as an established professional network in these fields.
- Excellent organizational and management skills.
- A strong understanding of U.S. politics and the U.S. political system at the state and regional levels.
- An entrepreneurial mindset, with a strategic and proactive approach to work.
- Excellent written and spoken English.
- Excellent communication and interpersonal skills, a strong team-oriented mindset, and the ability to achieve objectives and solve problems independently.
- Familiarity with Switzerland, including its values, business landscape, political system, economy, and education system, is an asset.
- Willingness to attend occasional evening networking events and travel as required.

We Offer

- A dynamic and varied position within an international and multicultural environment
- An inviting working atmosphere, interesting work at a foreign representation
- Competitive salary and benefits package (U.S. local employment contract)
- Employer-matched 401(k) plan for eligible employees
- 4 weeks of vacation (pro rata) in addition to selected U.S. and Swiss public holidays
- Convenient location in Northwest Washington, D.C.

Application Process

Interested candidates are invited to submit a cover letter and résumé (in PDF format) by October 30th 2026 to: washington.jobs@eda.admin.ch. In the subject line, please write "Policy Advisor State and Local Affairs" to ensure timely processing of your application.

Only shortlisted candidates will be contacted. No phone calls, please.