Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
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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. Internship in Project Management Economic Affairs and Communications
2. Internship in Social Media Management and Media Relations
3. Internship in Project Management Cultural Affairs

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 section of Economic Affairs and Communications is responsible for the promotion of Switzerland's interests in the areas of economy, business, innovation, digitalization, and sustainability in New York and its other consular districts. The section works with the Swiss Business Hub, Swissnex, the Swiss-American Chamber of Commerce and other partners to build relationships between companies in Switzerland and the US. The section also manages social media and engages Americans and Swiss interested in news about Switzerland, Swiss events in New York, and Swiss-American relations.

The section of Cultural Affairs promotes exchanges and cooperation in all areas of the arts and culture. It does so by leveraging its network and partnerships with cultural and educational institutions. Arts and culture are essential vehicles to foster mutual understanding among communities and nations. The Consulate General is committed to strengthening cooperation of Swiss artists and Swiss cultural institutions with their counterparts in New York and other cultural centers within its consular district.

The Public Diplomacy work is guided by the Strategy for Communication Abroad (2025-2028).

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1. Internship in Project Management Economic Affairs and Communications

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.

2. 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.

3. Internship in Project Management Cultural Affairs

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

- Among these requirements, please note that only
  - Swiss nationals with place of residence in Switzerland,
  - Foreign nationals holding a valid residence and work permit in Switzerland for the entire duration of the internship,

  are eligible to work.

How to apply for an internship?

Applications are accepted during the following application periods:

Internship in Project Management Economic Affairs and Communications
- Recruitment period: **October 1–31, 2026**
- Internship period: **March–August 2027**

Internship in Social Media Management and Media Relations
- Recruitment period: **April 1–30, 2026**
- Internship period: **September 2026–February 2027**

Internship in Project Management Cultural Affairs
- 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

No phone calls please.

Latest update: 16.04.2026 / PTENI