Internship in the Field of Communications & Public Diplomacy

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the field of Communications & Public Diplomacy for 6 months, from **March 1st – August 31st, 2027. The remuneration for this position is USD 3,600 per month (gross salary).**

The intern will be involved in all activities of the Communications and Public Diplomacy section, which comprises of both (1) the conception, preparation and organization of public programs in the priority areas of the FDFA, and of (2) content creation for the Embassy's communications channels, event coverage, and reporting.

Modern diplomacy engages audiences far beyond government officials, including stakeholders from academia, business, culture, science, media, civil society, and other sectors. Through public events and dialogue on issues of shared interest, the Embassy promotes understanding of Switzerland's cultural diversity, innovation, political institutions, economic strengths, and commitment to human rights, peace, and development. These exchanges also create opportunities for Swiss and U.S. audiences to learn from one another and strengthen bilateral cooperation.

Candidate should possess:

- a keen interest in cultural and public affairs and international relations;
- a thorough understanding of Switzerland's politics, economy, society, and culture and the desire to share this knowledge with the American public;
- experience in event management (conceptualizing, planning and organizing events);
- experience in content creation for social media channels, Canva, photography;
- excellent analytic, strategic, and research skills;
- the ability to work independently as well as in a dynamic team; entrepreneurial can-do attitude;
- adaptability and ability to work under pressure in quickly changing environments;
- strong networking and communication skills and ability to use them in an intercultural setting;
- the willingness and ability to give presentations in front of larger audiences.

Candidate must:

- be a Swiss citizen or be a non-Swiss citizen with a valid Swiss work permit for the period of the internship.
- maintain their legal residence in Switzerland throughout the internship.
- 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 one year before beginning internship.
- 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.

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

- curriculum vitae (in English)
- motivation letter addressing the candidate profile explained above (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 C&PD Team*". 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 3 weeks after the submission deadlines stated above.

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

Application Deadline:

For the internship period from March 1st – August 31st, 2027: **by November 13th, 2026**