Programs Associate (Internship)

Location: Swissnex in San Francisco
Status: Full-time, 40 hours/week
Start Date: January 1st, 2027
Duration: 12 months
Reports to: Head of Programs, with day-to-day direction from Program Managers

Do you want to join the global Swissnex network and build meaningful connections across startups, science, education, the arts, and innovation in both Silicon Valley and Switzerland? This is your chance!

What your workday looks like

In your role as Programs Associate, you support the design, coordination, and execution of Swissnex programs focused on innovation in AI, tech foresight, and the creative industries. You help bring to life programs, conferences, events and other initiatives - ensuring each program reflects Swissnex's mission and meets the needs of our partners and participants. As a core member of a small, collaborative team, you work closely with colleagues, partners, and stakeholders, bringing a spirit of initiative, adaptability, and professionalism to everything you do.

You will start your internship working closely with the Creative Industries Program Manager and the AI & Tech Foresight Program Manager to plan and execute events, ongoing programs, and to conduct research and support the development of programmatic outputs. As the internship progresses, you may also support other program areas and Program Managers based on evolving priorities and planning. You also collaborate with the wider Swissnex team in engaging our alumni and expanding the Swissnex community across different verticals, including corporates, academia, and the creative industries.

This position offers unique exposure to international experts, and thought leaders, as well as the chance to learn about program design, event planning, and project management. You will have the opportunity to shape impactful initiatives, gain firsthand experience in global innovation, and grow your professional network within the Silicon Valley.

Your primary areas of responsibility

- Program Operations & Implementation (60%)
- Alumni and Mentor Community Support (20%)
- Operational support, special projects, and other duties (20%)

What we are looking for

- Excellent English communication skills (written and spoken)

- Strong organizational skills and a hands-on, execution-oriented mindset; thrives on planning, coordinating, and seeing projects through to completion
- Some experience with event organization or project management, and interest in writing about programs and events
- Demonstrated interest in science, art, innovation, and creative industries
- Comfort using and exploring new digital tools and technologies
- Some experience engaging with innovation and/or creative ecosystems in Switzerland or the US. This can include participation at events and/or student organizations
- Commitment to supporting a collaborative team environment
- Team player with a creative, curious, and solution-oriented mindset
- A person who identifies with terms like problem-solver, proactive, independent, self-motivated, collaborative, energetic, and detail-oriented
- Flexibility to work evening hours as needed for events
- Comfortable standing for extended periods during events and able to lift up to 25 pounds as needed

Eligibility criteria for internship

- You are a Swiss citizen or have a valid Swiss work permit for the duration of the internship. Unfortunately, since we are based in the U.S., applicants with B permits that were issued for academic study are not eligible, regardless whether or not your permit says it is valid for work in Switzerland
- You have already received your Bachelor's degree or will receive it within the first four months of the internship; OR you are currently enrolled in a university or university of applied sciences working towards a Master's degree. In either case, your most recently completed degree (Bachelor/Master) is not older than one year at the beginning of the internship
- You have not gained professional experience in the field of your studies
- You have not had a previous internship within the Swiss Confederation

What we offer you

- 20 days of vacation, 10+ annual holidays, sick leave
- Opportunities for professional development
- Gain hands-on experience in one of the world's most dynamic innovation hubs, expand your professional network across Switzerland and Silicon Valley, and develop event management skills in a fast-paced, collaborative environment

Compensation: USD 3'600/month

About us
Swissnex in San Francisco connects the dots between Switzerland and the U.S. West Coast in education, research, innovation, and the arts. We foster international collaboration and empower next generation innovators to create futures in which the planet and society thrives. In service of this goal, our dynamic and international team produces academic, corporate and creative industry programs, startup bootcamps, events and much more.

As an employer, we established a collaborative and purpose-driven team culture and care about an environment that encourages innovation, experimentation, and creative problem-solving. We believe that a diverse and inclusive workforce is essential for fostering creativity and achieving our organizational goals.

Learn more about Swissnex in San Francisco: https://swissnex.org/sanfrancisco

Sounds interesting? Apply now!
We look forward to receiving your application. Please apply through this link and include both your resume (CV) and a brief, original cover letter tailored to this position that details your qualifications and interest in the position. We read every cover letter and appreciate the time you spend writing one. Please see the instructions on the application page before writing your letter.

Start your application HERE

- Deadline to apply: October 25, 2026
- We follow up with every applicant