



Academic Internship at the Consulate General of Switzerland in Atlanta

The Consulate General of Switzerland in Atlanta is offering an academic internship position in the fields of:

Public Diplomacy, Cultural Affairs, and Education

The purpose of this academic internship is to offer students an opportunity to discover the activities of a Swiss Representation abroad. The position is full-time (40 hours per week) for 9-12 months with remuneration.

Timeframe:

- October 2023 – max. September 2024

Tasks:

- Support the planning and implementation of events
- Draft and administer high-quality, original social media and newsletter content
- Assist in the production of creative marketing materials such as event flyers
- Help maintain relationships with Swiss and American partners
- Contribute ideas for new programming to highlight Switzerland's cultural diversity and artistic, scientific, and technological achievements
- Complete other tasks assigned by the Consul General (e.g. presentations, speaking points, reports)

Requested profile:

- Swiss citizenship or permanent legal resident status in Switzerland
- Recently completed Bachelor's or Master's degree in Switzerland
- Native speaker of one of the official languages of Switzerland
- Excellent written and spoken communication skills in English
- Enthusiasm towards creative tasks and an eye for detail
- Keen interest in the arts and culture scenes in both Switzerland and the U.S.
- Max. 12 months of cumulative internship experience since graduation

All applicants must submit the following documents in PDF format:

- Résumé (in English)
- Cover letter (in English)
- Employment certificates, diplomas, and current transcripts

Please submit your application **by August 4, 2023** to atlanta.job@eda.admin.ch.