



Programs & Events Associate (Internship) at Swissnex in San Francisco

Overview

Location: Swissnex in San Francisco

Status: Full-time, 40 hours/week

Start Date: March 1, 2024

Duration: 12 months

Reports to: Senior Program Manager

About Swissnex

Swissnex is the Swiss global network connecting the dots in education, research, and innovation. The Swissnex global network consists of six locations and outposts established in the **world's most innovative hubs**. We contribute to strengthening Switzerland's profile as a world-leading innovation hotspot.

Located at Pier 17, Swissnex in San Francisco connects the dots between Switzerland and the West Coast of the USA 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 and corporate programs, startup bootcamps, events and much more.

Our work space is shared with corporate innovators, researchers, artists, and entrepreneurs, and is connected to an event space and our digital community. We work collaboratively and in a complementary manner with our neighbors at Pier17, the Consulate General, the Swiss Business Hub USA and Switzerland Tourism.

A rare opportunity to join the team as Programs & Events Associate is available for a people-oriented, open-minded, creative and self-motivated individual.

Position Summary

The Programs & Event Associate plays a key role in linking Programs and Event Operations at Swissnex. They will be responsible for coordinating the successful production of events taking place onsite at Swissnex's community space at Pier 17 in San Francisco, at external locations in the San Francisco Bay Area, and on Swissnex's digital platforms.

The ideal candidate is a team-player with a high sense of responsibility, curiosity and interest for a wide range of fields. They are excited to be a part of our ever-transforming program offers, and able to adapt quickly to new and changing responsibilities.

The Programs & Events Associate will support the different programs, assisting with the design and delivery of ongoing programs, driving their flawless production, performing content research and shaping the processes and experience design.

As a Programs & Events Associate, you should be a self-starter, willing to roll up your sleeves, and take on new and challenging responsibilities, sometimes under high time pressure in multitasking mode. This internship offers unique exposure to international experts and thought-leaders from a variety of fields, and the possibility to learn hands-on about program management, event planning and production, fundraising and more. As part of a small team with a bottom-up, informal culture, you can shape projects and outcomes, and learn with and from colleagues, partners and stakeholders, and build your own professional network within Silicon Valley's innovation ecosystem.

Key Responsibilities

- Program Planning & Management (40%): Work with program managers in coordinating and bringing to life ongoing or new programs such as for Swiss startups, creatives or researchers; do research and concept development for potential new programs or content (e.g. finding speakers, partners, trends etc.); support program fundraising and reporting where necessary.
- Program Production, Event Management and Logistics (50%): Be in charge of the production and coordination of programs and events; organize and execute logistical and technical setup; coordinate with vendors, partners, sponsors and supervise event staffing where needed, together with the Community & Events Manager at Swissnex and our partners. Work evening Swissnex events, as needed.
- Community and general operational support, special projects, and other duties (10%): Organize community related events, communications or other activations. Further tasks to be determined according to organizational needs and, where possible, candidate's interests and abilities

Our Ideal Candidate

- Has some experience in one of the following fields: project management, working with external partners, content creation, or producing events; along with a demonstrated passion for science, art, innovation and the digital world
- Experience in event production and hospitality a plus
- Passionate about bringing people together and designing unique experiences
- Is an organizational wizard and a doer. This role is primarily about organizing, executing and getting things done, along with some outcome-oriented research and concept work.
- Has excellent communication skills, including command of written and spoken English, is fluent in at least one Swiss language and comfortable with people in a very international environment.
- Demonstrates strong interest in our key stakeholder groups in Switzerland, such as researchers & students as innovators, designers (games, industrial etc.) & artists, entrepreneurs or corporate innovators.

- Is an excellent problem-solver and team player, as well as proactive, independent, self-motivated, collaborative, energetic and detail-oriented. Flexibility and adaptability is crucial.
- Is interested in new technologies and loves to experiment with new digital tools to develop hybrid formats
- Is willing to work evening hours as needed for events, and is comfortable with and able to take on the physical work required for in-person event production (e.g. lifting chairs, stage elements, etc.)
- Able to work in a timely fashion and capable of identifying priorities, managing their own workload, and executing with a conscientious attention to customer/ user satisfaction.
- Brings attention to details, with a hands-on and pragmatic attitude
- Must be able to stand for extended periods of time during events and must be able to lift up to 25 pounds at times.

What We Offer

- Gain work experience in an innovation-driven and fast-paced environment in one of the most dynamic regions of the world and collaborate with interesting partners in the fields of science, education, art and innovation in both Silicon Valley and Switzerland
- Be part of a creative, fun team, curating and producing programs and events
- Team environment that jointly creates interdisciplinary events to inspire and excite a variety of audiences
- Develop networking and project management skills and extend your personal network
- Internship compensation is CHF 3'200 / month, in compliance with guidelines of the Swiss Federal Government, and is paid locally each month in USD

Eligibility Criteria for Internship

- Candidate is a Swiss citizen
- Candidate currently studies in a university or university of applied sciences in Switzerland towards a Bachelor's or Master's degree OR the last university degree (Bachelor/Master) is not older than one year at the beginning of the internship (no exceptions are possible)
- Candidate has not gained professional experience in the field of his/her studies
- The total period of internships ("Hochschulpraktikum"/ "Stage académique", including this one) within the Swiss confederation does not exceed 6 months for candidates who have not yet obtained their Bachelor's degree or 12 months for those with a Bachelor's or Master's degree.

Ready to Apply?

To be considered for the Programs Associate internship, you must apply through the link below and include your resume (CV) and a detailed cover letter not exceeding one page that answers:

- why you are interested in this specific position at Swissnex,
- why you should be chosen to join our team – including the experiences, personal qualities or strengths that make you well-suited for the position and
- tell us very briefly about one topic that you are passionate about that is connected to our work.

Any other documents that may support your candidacy are welcomed and can be attached via the application platform linked below.

Click [HERE](#) to apply. Deadline to apply is 11/26/2023.