



Programs Associate

Full Time | Swissnex in Boston and New York

Location: New York City or Boston (multiple positions)

Swissnex connects Switzerland and the world in education, research, innovation, and the arts. Our vision is to nurture and orchestrate a global network of people and organizations that together advance the frontiers of knowledge and solve key issues for the world of tomorrow.

Responsibilities

In the role of Programs Associate, you will be a generalist responsible for supporting our Academic Engagement and Innovation teams on an ongoing basis, as well as helping the Arts and Creative Industries, Communications, and Operations teams on a project basis. Your main tasks will include:

- Executing programs and events in our focus areas that create value for Swiss and American stakeholders. In consultation with the Swissnex team, you will engage in all aspects of project creation and implementation.
- Conducting background research and identification of relevant contacts for clients and events.
- Supporting daily operations, logistics, hospitality, and administrative tasks.

You will support the **Academic Engagement** team by managing academic exchange programs and tailored services for Swiss universities, developing networks in American and Swiss higher education, hosting partners, and conducting research on specific topics of interest to academic partners.

The **Innovation** team provides services and programs to support Swiss startups exploring and expanding in the US. You will support the team through researching relevant partners, clients, and startups that meet our stakeholders' needs, as well as executing events and projects that support the team's mission.

You will support the Arts and Creative Industries, Operations, and Communications teams as needed related to specific events or projects.

Our Ideal Candidate Demonstrates

- Academic background from any discipline
- Evidence of program or event management, either individually or on a team

- Experience working in a team environment
- Independent research and structured presentation skills
- Ability to complete deadline-oriented tasks
- Flexibility to juggle multiple projects and tasks, and adapt to changing circumstances
- Strong interpersonal skills to relate to diverse stakeholders
- Strong orientation to client-focused hospitality and service
- International experiences a plus

Requirements

- This internship requires that the candidate studies in a university or university of applied sciences in Switzerland towards a bachelor's or master's degree, or has graduated within one year before the start date of the internship.
- The candidate must not yet have professional experience in the field of his/her studies.
- The total period of internships in the federal government (including this one) may not exceed 12 months.
- Applicants must be Swiss citizens or have a valid Swiss Permit C before applying. Those with a Permit B or other status are not eligible.
- Excellent written and spoken English is expected.

Note: applications that do not fit all of these requirements cannot be considered.

What We Offer

- A full-time position (40hrs/week) for 6 months with possibility of extension for an additional 3 months. Students without a Bachelor's degree will be limited to a 6-month maximum internship.
- Desired starting date: February 1, 2024
- Four weeks of vacation per year (pro rata temporis) and select Swiss and US holidays
- A multicultural, creative, inspiring, stimulating and team-oriented work environment
- Continuing education possibilities and a platform to grow your skills, professional experience, and network.
- Experience in an international and highly dynamic environment (English as official working language), with ample networking opportunities.
- Limited domestic (US) travel may be undertaken to support projects and events.

To Apply

Please apply on our website. Please visit <https://swissnex.org/boston/about-us/careers/> and look for the 'Programs Associate' position. Please submit your letter of motivation and CV in English.

Please apply by **November 30, 2023**. Applications will be evaluated on a rolling basis until then. Questions may be directed to Brendan Karch, Brendan.Karch@swissnex.org.