



Programs Associate

Full Time | Swissnex in Boston and New York

Location: Boston

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 and experience working with startups 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. *Those with a Permit B, C or any other status are not eligible for this position.*
- Excellent written and spoken English is expected.

Note: applicants must fit all of these requirements to 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.
- Location: Boston, USA
- Desired starting date: August 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. Emailed applications will not be considered.

Please apply by **May 31, 2024**. Applications will be evaluated on a rolling basis until then. Questions may be directed to Brendan Karch, Brendan.Karch@swissnex.org.

About Swissnex

Swissnex is the global network connecting Switzerland and the world in education, research, innovation, and the arts. Our mission is to support the outreach and active engagement of our partners in the international exchange of knowledge, ideas, and talent. We thereby contribute to strengthening Switzerland's profile as a world-leading innovation hotspot. Swissnex is an initiative of Switzerland's State Secretariat for Education, Research and Innovation (SERI) and is part of the Swiss Confederation's network abroad managed by the Federal Department of Foreign Affairs (FDFA). The activities of Swissnex are based on a collaborative approach, relying on public and private partnerships and funding.