

Location: Swissnex in San Francisco
Status: Full-time, 40 hours/week
Start Date: July 1st, 2026
Duration: 12 months
Reports to: Head of Communications

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

The Communications Associate will play a crucial role in communicating about events and programs at the intersection of education, research, innovation, and the arts. This internship offers unique exposure to international experts and hands-on experience in the field of communications, including social media, PR/Press, and content design and production.

You will support day-to-day communications activity of a small team, including writing and scheduling all social media posts, updating the Wordpress website, running analytics, maintaining and organizing our content library, supporting the management of our Editorial and Social Media calendars, and supporting a range of other activities for our fast-paced team.

To succeed as a Communications Associate, you should be a self-starter and willing to take on new and challenging responsibilities. As part of a small team with a bottom-up, informal culture, the Communications Associate can help shape communications and content production and outcomes, and learn from and collaborate with colleagues, partners, and stakeholders.

Your primary areas of responsibility

- Event & Programs Communications (60%)
- General Swissnex Communications (20%)
- Operational support, special projects, and other duties (20%)

What we are looking for

- Excellent English communication skills (written and spoken).
- Demonstrated experience in social media content creation and interest in current storytelling trends.
- Preference for candidates with experience in graphic design and/or video editing.
- A person who identifies with terms like problem-solver, proactive, independent, self-motivated, collaborative, energetic, and detail-oriented.
- Commitment to supporting a collaborative team environment.
- A spirit of initiative, adaptability, responsiveness, and professionalism.
- Team player with a creative, curious, and solution-oriented mindset.
- Passion for bringing people together and designing experiences.
- 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. 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 Bachelors 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; AND your most recent 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, 12+ 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 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, 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 customized one-page cover letter in English that answers: 1) why you are interested in this position and why you want to work at Swissnex in San Francisco, and 2) the experiences, personal qualities or strengths that make you well-suited for the position.

Start your application [HERE](#).

- Deadline to apply: March 22, 2026
- We follow up with every applicant.