

Communications Associate (Internship)

Location:	Swissnex in San Francisco
Status:	Full-time, 40 hours/week
Start Date:	July 1, 2025
Duration:	12 months
Reports to:	Head of Communications

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, corporate and creative industry programs, startup bootcamps, events and much more.

For more than two decades, Swissnex has partnered with universities, startups, and partners from the public and private sector to support and accelerate their internationalization efforts and develop the talent that bridges lab and market. Today, as Swiss institutions are exploring new frontiers of knowledge and emerging technologies, they are increasingly leveraging trends and developments happening in the Bay Area to remain ahead of the curve, innovate, and prepare for the future.

Position Summary

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, marketing, PR/Press, and content production.

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 shape communications and content production and outcomes, and learn with and from colleagues, partners, and stakeholders, and build their own professional network within Silicon Valley's innovation ecosystem.

Key Responsibilities

Event & Programs Communications (60%)

- Develop, execute, and improve communication plans to promote activities and programs across all channels
- Create content (videos, reels, photography, visuals) in-house or with partners

- Manage communications deliverables for key partnerships and public events
- Attend (evening) events to support with communications tasks
- Write, edit and upload content to our website and keep it up to date

General Swissnex Communications (30%)

- Create and manage content for social media, newsletters, the website, and other channels
- Oversee community engagement and partner communications
- Assist in growing our channels and communities across all channels with creative ideas
- Manage job listings and promotions
- Analyze communication data to refine strategies and improve outreach

Operational support, special projects, and other duties (10%)

- To be determined according to organizational needs and, where possible, the candidate's interests and abilities

Our ideal candidate:

- Has demonstrated knowledge of, experience with, and interest in writing, social media, or event promotion
- Is on top of trends and curious about recent developments in marketing, social media and Swissnex-related topics
- Has a creative flair, an ability to think outside the box, and is excited to experiment with new forms or mediums of communications
- Has excellent communication skills, including command of written and spoken English, and is fluent in at least one Swiss language
- Familiarity with at least one of our communities of impact [entrepreneurs, artists & designers (games, industrial etc.), researchers & students, 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 are crucial
- Must have a service mentality and be committed to supporting the broader team
- Is willing to work evening hours as needed for events and, if physically able, is comfortable with taking on work required for in-person event production (e.g. lifting chairs, stage elements, etc.)
- Is curious to learn new things and share their thoughts and ideas with the broader team to improve existing processes
- **Even if you don't think you meet all of these requirements, but still think you would be a good fit for the position, please apply anyway.**

What we offer

- Be part of a small, dedicated, and creative communications team
- Team environment that jointly creates interdisciplinary events to inspire and excite a variety of audiences

- 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
- Develop communications and content production skills for events and programs and extend your personal network
- Internship gross compensation is USD 3'500 / month, in compliance with guidelines of the Swiss Federal Government
- Benefits include: 4 weeks vacation per year, 12+ annual holidays, sick leave

Eligibility Criteria for Internship

- Candidate is a Swiss citizen or has a valid Swiss work permit for the duration of the internship
- Candidate currently studies in a university or university of applied sciences 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 Communications 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:

1. why you are interested in this position and why you want to work at Swissnex,
2. 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

We encourage applications from candidates of all backgrounds, experiences, and perspectives. We believe that a diverse and inclusive workforce is essential for fostering creativity and achieving our goals.

Click [HERE](#) to apply. Deadline to apply is Sunday, March 23.