



Swissnex in Boston and New York Programs Associate

Location: Boston, USA (in person)

Start Date: April 1, 2026

Apply via Swissnex website: <https://swissnex.org/boston/about-us/careers/>

About Swissnex

Swissnex in Boston and New York (www.swissnex.org/boston) creates opportunities for researchers, entrepreneurs, artists, designers, and other future-makers to expand their reach and make meaningful, collaborative connections with the top innovators in Switzerland and North America. Our mission is to support the visibility of Swiss institutions and individuals and to bring the very best in Swiss tech, research, art, and design to the US.

Our activities include:

- Working closely with universities and research labs to promote global exchange and collaboration through events, partnerships, and network-building
- Accelerating startups and assisting entrepreneurs in entering the North American market
- Advising corporations, non-profits, and international organizations on market trends and best practices
- Collaborating with artists and designers on innovative projects at the intersection of art and science
- Supporting Swiss innovators and thought leaders in expanding their North American presence

With offices in Boston and New York, we are part of the global Swissnex network, an initiative of Switzerland's State Secretariat for Education, Research and Innovation with other locations in Brazil, China, India, San Francisco, and Japan.

Programs Associate in Boston

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.

Requirements

- 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



- 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.

Benefits

- 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: April 1, 2026 or June 1, 2026
- 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.

All applications must be submitted via our website:

<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 **December 31, 2025**. Applications will be evaluated on a rolling basis until then. Questions may be directed to operations.boston@swissnex.org.