



Communications Associate (Internship)

Position Overview

Title: Communications Associate (Internship)

Status: Full-time, 40 hours/week

Duration: Oct 1, 2022 for 12 months – Start or end date may change as local pandemic regulations change

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. Our work space is shared with corporate innovators, researchers, artists, and entrepreneurs, and is connected to an event space and our digital community. We work collaboratively and in a complementary manner with our neighbors at Pier 17, the Consulate General, the Swiss Business Hub USA and Switzerland Tourism.

A rare opportunity to join the team as **Communications Associate (Internship)** is available for a flexible, open-minded, creative and self-motivated individual.

Position Summary

The **Communications Associate (Internship)** is a flexible individual who is excited to be a part of our innovative communications team, and able to respond to requests and adapt as needed to new and changing responsibilities. The Communications Associate will play a crucial role in communicating about both digital, hybrid and in-person formats of our programs, which include the Startup Bootcamp, the Swiss Design Accelerator, and the Global Game Developers Conference. The Associate will also play a key role working at the intersection between the communications and the program teams.

This internship offers unique exposure to international experts and thought-leaders from a variety of fields and the possibility to learn hands-on about event, conference and activity communications. The Communications Associate will report to the Senior Communications Manager under the direction of the Head of Strategic Communications and will learn hands-on about communications, social media, marketing, PR/Press, and content production. 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

Communication of Programs and Activities

- Draft, proof-read, and publish content for activities and programs, news and events for various communication channels such as the monthly newsletter, website and social media
- Support Senior Communications Manager in setting up communication plans for programs, attend internal programs meetings and participate in project meetings when required
- Review and analyze communications data, make suggestions to improve future communication plans and adjust content as needed
- Support the Communications Team to produce content such as videos, photography, and audio/podcasts with internal teams and external partners
- Support the Communications team with general tasks related to program and activity communications as needed on an on-going basis
- Contribute to blog posts and other content pieces around trends and Swissnex's foresight activities

Campaign Support and Roll-Out of Comms Plans

- Support with the communications deliverables related to partner contracts such as press outreach for the Swiss Design Accelerator, publications management, and communications signage for the Global Game Developers Conference

Social Media Editorial Schedule

- Write relevant text for social media (LinkedIn, Facebook, Instagram, Twitter) and manage partner communications and content

Event Communications

- Support marketing outreach of public events
- Attend day and evening events each month to cover communications tasks such as social media

Our Ideal Candidate

- Has demonstrated knowledge of, experience with, and interest in writing, social media, or event promotion

- Is an avid writer and displays strong attention to detail.
- 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 is crucial.
- Is willing to work evening hours to cover event communications

What We Offer

- Be part of a small, dedicated, creative and fun communications team
- Create content, within a team environment, 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 events, programs and activity communications and content production skills and extend your personal network
- Internship compensation is CHF 2,680 / month, in compliance with guidelines of the Swiss Federal Government, and is paid locally each month in USD

Eligibility Criteria for Internship

- Candidate is a Swiss citizen
- Candidate currently studies in a university or university of applied sciences in Switzerland towards a Bachelor's or Master's degree and is requested to do an internship in order to obtain the 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 12 months

Ready to Apply?

To be considered, you must apply through this [LINK](#) and include your resume (CV), a cover letter detailing your qualifications and interest in the position, and a link to a password protected video not exceeding one minute in length telling us about one issue you are really passionate about.

Deadline to apply is July 24, 2022.