ASIA SOCIETY SWITZERLAND

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Project Management Internship (80-100%)

We Are Hiring!

Asia Society Switzerland is an independent Swiss non-profit organization dedicated to strengthening Asia Competence in Switzerland. Founded in 2016, our mission is to deepen understanding of Asia and Asian issues and foster dialogue between Switzerland and Asia. We are part of the global Asia Society network with 16 offices around the world.

Our work spans 30+ high-quality events per year in Switzerland, several long-term programs and a growing range of digital content, from our podcast to newsletters and write-ups. We also maintain an active community of 700+ members as well as relationships with dozens of companies and institutions in Switzerland with a connection to or an interest in Asia.

We are currently looking for a highly motivated Project Management Intern (80-100%) to join our team in Zurich starting on Wednesday, February 17, 2027, for a duration of 12 months.

Your Work

- Content creation, including designing and writing newsletters, social media posts, taking pictures, producing videos, and updating our website
- Event coordination, including managing logistics, tech-hosting our webinars, and handling RSVPs
- Membership administration and accounting support
- Independently leading projects from concept to execution
- Administration and correspondence primarily in English, with German used occasionally
- Smaller research and data analysis to support internal projects and decision-making
- Building and maintaining relationships with our community and speakers

Your Profile

For this position, we are looking for an entrepreneurial, ambitious and organized person with a passion for Asia and a strong interest in developments in Asia and their implications for Switzerland and the world. You

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are comfortable working in a small team and willing to try new things rather than just following instructions. Your command of English is exceptional; German is a plus but not required. You are digitally savvy and have experience in using text and image editing programs. You work in a structured and independent way, approach tasks efficiently, and are confident taking ownership and responsibility.

This position is ideal for recent graduates (BA or MA) in Asian Studies, Political Science, Art History, Economics, or a related field, who have already gained practical experience in event management, project management or content creation.

What We Offer

During your internship, you will be a vital part of a small, agile, and highly dedicated NPO in Switzerland with a global mindset and network of sister organizations in Asia, Australia, France, and the U.S. You will gain hands-on experience in organizing and hosting a wide range of events, from the initial concept and planning stages through to on-site execution and post-event activities. You will also have the opportunity to engage with a diverse range of stakeholders, including business leaders, politicians, and academics. Due to our events, you will sometimes need to work evenings or weekends. We offer flexible work arrangements with the possibility of working partly from home and flextime options. The internship is compensated with CHF 3'000 per month (gross, based on a work pensum of 100%).

How to Apply

Submit your complete application dossier (motivation letter, CV, work and academic certificates) in a single PDF file here by December 9, 2026. The interviews will take place on Thursday, January 7, 2027, in Zurich. If you have any questions about the position, please check the FAQs first. If your question is not answered there, Rebecca Farner, Senior Director, Communications & Strategy, will be happy to help. You can reach her at rfarner@asiasociety.org.

Frequently Asked Questions

Can I work fully remotely?

No. You'll be working closely with the team, regular on-site presence in our Zurich office and attendance at events are an important part of the internship.

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Can I combine this internship with my studies?
No. This is a full-time internship that requires your full commitment and is not compatible with full-time or part-time studies.

I am available for less than 12 months. Can I still apply?
Unfortunately not. We are looking for an intern who can commit to an internship lasting 12 months.

Can you support me with a visa?
Unfortunately not. We can only consider candidates who hold EU/EFTA citizenship or already have a valid permit to work in Switzerland.

What should my application include?
Please submit a complete application, including a motivation letter in English, your CV, and academic and work certificates. Your CV and certificates may be submitted in English, German, French, or Italian.

Can I attend the interview online if I cannot come to Zurich on January 7?
Yes. If you have a valid reason for not being able to travel to Zurich on January 7 – for example, if you are currently abroad – we can arrange an online interview. However, we encourage candidates to attend in person whenever possible.

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