

Council on Foreign Relations

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recruitment@cfr.org

www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Corporate Affairs, Programming

Location: New York Office

Pay rate: \$18.00/hr

Founded in 1921, the Council on Foreign Relations (CFR) is a leading nonprofit membership organization, research center, and publisher, with headquarters in New York, an office in Washington, DC, and programs nationwide. It is dedicated to increasing America's understanding of the world and contributing ideas to U.S. foreign policy. CFR's 5,000+ members are leaders in international affairs and foreign policy. CFR also publishes *Foreign Affairs*, the preeminent magazine on global issues, and provides up-to-date information about the world and U.S. foreign policy on its award-winning website, CFR.org.

CFR's Blavatnik and Robina Franklin Williams internships give selected interns the opportunity to receive training in the area of foreign policy; as well as skills training in areas such as writing, research, and program planning.

The Corporate Program is in search of a corporate programming intern to assist in conducting a range of background research to prepare for the fall programming season. The team is expanding offerings for both the CEO program and Corporate Conference, and an intern would assist helping to jump start research on those large events, as well as prepare research and proposals for monthly roundtables.

The major responsibilities of this position will include (but are not limited to):

- Research, write, edit, and help organize events
- Conduct topical background research for meetings and deep dives into the geopolitical priorities of the private sector
- Assist in cross-departmental work, including background research on current corporate members and prospective members with the business development and member relations team
- Assist with the preparation of meeting materials, as well as staffing of in-person meetings
- Support the department when needed

Qualifications:

- Undergraduate student with a concentration in international relations, political science, business administration, finance, or a related field
- All applicants should have completed the equivalent of four semesters of college coursework (not including AP classes in high school) by the time they begin an internship
- Experience in a corporate environment and/or prior administrative experience preferred
- Excellent research, writing, editing, and communication skills
- Proficiency in Microsoft Word, PowerPoint, Excel

CFR's internships are funded by the generous gifts of the Blavatnik Family Foundation, Robina Foundation, and the Franklin Williams Family.

The Council on Foreign Relations (CFR) is committed to fostering a foreign policy community in the United States that is more representative of American society, recognizing that diverse backgrounds and perspectives

contribute to broader, more informed participation in the foreign policy debate and lead to an enhanced understanding of the world and the United States' role therein. To that end, CFR is dedicated to continuing to advance diversity, equity, and inclusion (DEI) throughout its work and workplace by building a more diverse membership and staff, producing and dispensing thoughtful analysis on a broad range of foreign policy issues, and developing relevant, wide-reaching programming that also serves to expand the foreign policy talent pipeline to underrepresented populations.

The Council on Foreign Relations is an equal opportunity employer and actively seeks candidates from a diverse background.