

Council on Foreign Relations
58 East 68 Street, New York, NY 10065
internships@cfr.org
www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Education, Editorial

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 intern will have the opportunity to assist in the development of educational materials for CFR Education. As the educational arm of the Council on Foreign Relations, CFR Education helps middle, high school, and higher education students understand and engage with today's most pressing global issues. By actively participating in the work of the Education Department, this intern will gain a deeper understanding of several current foreign policy topics, their related debates, and a range of credible sources for accurate information. The intern will also participate in learning how to creatively educate a diverse audience on these particular topics.

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

- Research content for new material, and review existing content to identify details that need updating
- Assist in the creation of multimedia materials to accompany written content, such as photos, data visualizations and infographics
- Write and fact-check new content, as well as curate additional reading materials
- Assist in the production of content as it moves from writer to editor to the multimedia team to publication on the CFR Education website

Qualifications:

- Undergraduate or graduate student, majoring in international relations, history, journalism, 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
- Familiarity with online publishing processes
- Strong attention to detail and resourcefulness
- Proficiency using Microsoft Office Suite
- Editorial experience with writing effectively, fact checking, and/or research for a publication is preferred
- Experience with data management and visualization is preferred

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 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.