

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Education, Marketing

Location: New York

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 field of foreign policy; as well as skills training in areas such as writing, research, and program planning and much more.

The intern will have the opportunity to assist in efforts related to marketing, research, and analytic reporting for the Education department. By actively participating in these projects, the intern will gain a deeper understanding of managing social media accounts across multiple platforms, developing assets for marketing purposes, and performing analytics reporting to determine ROI (return on investment) of multiple campaigns. 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 topics, write copy, organize, and schedule content for CFR Education social media
- Analyze monthly data
- Source different conferences, pull attendee lists, and assist with conference materials
- Conduct market research and monitor teacher insights and feedback
- Gather engagement data for our new climate and global affairs course and research target audiences
- Assist when needed with administrative support including uploading materials to partner websites and assisting with list management and analysis

Qualifications:

- Undergraduate or graduate student with a focus on communications, marketing, international relations, political science, history, or a related field
- Applicants should have completed the equivalent of at least four semesters of college coursework (not including AP classes in high school) by the time they begin an internship
- Strong market research, data organization, and data analysis skills
- Excels at copy editing and creative thinking
- Previous marketing experience and/or an interest in education a plus
- Proficiency in Microsoft Office, Google Sheets, and Zoom

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.