

**Council on Foreign Relations**  
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[www.cfr.org](http://www.cfr.org)

## POSITION ANNOUNCEMENT

**Title: Intern, Executive Office**

**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 for the Executive Office will assist the Research Associate to the President, Special Assistant to the President, and the Chief of Staff. Qualified candidates will have related experience that requires judgment, discretion, strong writing and editing skills, the ability to prioritize, and experience dealing with high-profile individuals.

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

- Assist with the preparation, briefing, and staffing of CFR's President
- Support the Executive Office staff on administrative matters, including scheduling, answering telephones, responding to requests for information, and interacting with other Council departments
- Assist the executive office with light background research, when necessary
- Act as an onsite presence and provide administrative and logistical backing for larger-scale events
- Assist members of the Executive Office staff as needed

**Qualifications:**

- Undergraduate or graduate student with an interest in and knowledge of current foreign policy issues
- 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)
- Excellent writing, editing, and proofreading skills
- Outstanding written and verbal communication skills
- Outstanding professional judgment, discretion, and demeanor
- Proficiency in Microsoft Office, including Word and Excel, and database management
- Strong attention to detail and accuracy
- Proven ability to work in a fast-paced environment, both independently and as part of a team
- Proven ability to be flexible, multitask, prioritize multiple tasks on deadline
- Previous experience with briefings, event management, and staffing 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 (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.