

Council on Foreign Relations
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www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Fellowship Affairs

Location: Washington, DC 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.

CFR's Fellowship Program offers unique opportunities for mid-career professionals focusing on international relations. The program offers fellows the opportunity to broaden their perspective of foreign affairs and to pursue proposed research, with a placement at either CFR or another institution in New York City or Washington, DC. The intern will work under the direction of the Fellowship Affairs team to help support the wide range of fellowship activities.

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

- Assist the assistant director of the fellowship program with 2026-2027 marketing efforts, including drafting social media and digital content to promote fellowship initiatives, helping compile outreach materials for prospective applicants and fellows, and helping manage content related to fellow and alumni updates
- Support the planning and coordination of fellowship events and assist with organizing materials and resources for program initiatives
- Assist with organizing application materials for the upcoming fellowship cycle
- Assist with ad hoc fellowship projects, including archival or digital works

Qualifications:

- Undergraduate or graduate student focusing on international relations, security studies, or 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)
- Any related experience with high level staffed meetings is preferred
- Experience in project management is preferred
- Strong research, editing, and proofreading skills
- Proficiency in Microsoft Office, including Word, Excel, and Outlook

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.