

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, *Foreign Affairs*, Advertising

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 *Foreign Affairs* Advertising team has a strong focus on marketing the magazine to educators, students, foreign policy associations, and other non-profit organizations. *Foreign Affairs* produces academic resources such as *Foreign Affairs* Books and Custom Textbooks. These titles are used by professors in international relations, foreign policy, and international political economy from universities and colleges in the U.S. and Canada. The internship offers an exciting opportunity to learn about marketing, outreach, and academic publishing at the preeminent journal of international affairs.

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

- Conduct extensive research on untapped advertising sectors for the magazine
- Implement digital ads on our website and in our newsletters
- Gather digital metrics of advertisements for clients
- Help lead Open House events put on by the team
- Assist the team with all print production needs

Qualifications:

- Undergraduate or graduate student with a concentration in business, management, communications, marketing, advertising, 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
- Strong computer skills, including proficiency in Microsoft Office and Adobe Suite preferred
- Detail oriented and able to handle multiple tasks simultaneously
- Strong communication, writing, and customer service skills
- Knowledgeable in social media advertising
- Experience with publishing, advertising, public relations, or communications a plus

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.