

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, *Foreign Affairs*, Media Relations

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

The Global Communications and Media Relations department is looking for an intern to work with promoting *Foreign Affairs* web content, issue launches, events, and more. The intern will support the rapidly- evolving media landscape and ensure that *Foreign Affairs* materials reach their intended audiences.

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

- Track press transitions and update press lists in the Customer Relationship Management (CRM)
- Obtain contact information for authors and their communications department from editorial and CRM for author media engagement
- Use media monitoring services to track *Foreign Affairs* mentions and compile mentions
- Assist with building tailored pitch lists for marquis pieces
- Maintain internal process documents and track outreach efforts for weekly web content

Qualifications:

- Undergraduate student majoring in communications, journalism, international relations, public relations, marketing, 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
- Proficiency in Microsoft Office Suite and interest in news and journalism and marketing/communications preferred
- Prior coursework and interest in international relations or political science is preferred
- Ability to multitask and work well collectively in a fast-paced environment
- Good organizational skills and attention to detail

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.