

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Global Business

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 Corporate Program, the Council's primary point of contact with the private sector, enlists the business community's participation in and support of the Council's activities. Corporate members include nearly 200 U.S. and non-U.S. firms representing a wide range of business sectors, including financial services, law, manufacturing, consulting, technology, and media, amongst others. Each year the program hosts over 70 events in New York and Washington.

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

- Prepare materials for corporate and prospective member outreach meetings
- Monitor member company news, announcements, and executive movements to help the corporate member relations team identify upgraded opportunities and at-risk membership
- Research industry, sectors, and multinational companies that are current members or may be interested in joining the Corporate Program
- Participate in the administration of conferences and meetings, including making follow-up phone calls to invitees and staffing events
- Other departmental support as needed

Qualifications:

- Undergraduate student majoring in business administration, economics, finance, international relations, political science, 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)
- Experience in a corporate environment and/or prior administrative experience preferred
- Excellent research, writing, and communication skills
- Database management skills highly preferred
- Proficiency in Microsoft Office Suite

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.