

Council on Foreign Relations
1777 F Street NW, Washington, DC 20006
recruitment@cfr.org
www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Global Communications and Media Relations

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 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 focuses on maximizing the presence of CFR in print, broadcast, and online media outlets and on promoting CFR's roster of products, which includes on-the-record events, CFR books, Council Special Reports, Task Force reports, working papers, online publications and interactive features, and *Foreign Affairs* articles. The department also works to ensure that CFR experts are visible in the news media.

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

- Track mentions of CFR experts in the news for inclusion in each Weekly Summary
- Field public inquiries about CFR and media requests for experts
- Maintain and update press contacts in CFR's Customer Relationship Management system (CRM)
- Research media outlets to assist with building press lists for outreach
- Review recent articles and interviews featuring CFR experts for inclusion on CFR's website
- Compile daily Top International News Stories for the team

Qualifications:

- Undergraduate or graduate student majoring in communications, journalism, 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
- Proficiency in Microsoft Office Suite and media monitoring services 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.