

Council on Foreign Relations
58 East 68 Street, New York, NY 10065
recruitment@cfr.org
www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, History and Foreign Policy

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 Council has an internship available in the Studies Department. The intern will assist the Research Associate and Fellow with research, editing, and administrative tasks. The intern will gain firsthand experience with the tools scholars use to analyze the history of foreign policy.

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

- Research specific topics to support the Fellow's new book using historical and present-day sources
- Analyze and translate complex material written in Russian
- Fact-check, edit, and format material for the Fellow's projects

Qualifications:

- Undergraduate student with a concentration in history, political science, international relations, Russia studies, 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
- Advanced language skills in Russian, with the ability to analyze and translate research
- Excellent research, writing, and communication skills
- Proficiency in Microsoft Office Suite and Google Docs

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.