

**Council on Foreign Relations**  
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**POSITION ANNOUNCEMENT**

**Title:** Intern, China and Taiwan Studies

**Location:** Washington, DC Office

**Pay rate:** \$17.50/hr

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 intern will support the work of the Senior Fellow for China and Indo-Pacific Studies and Director of the Initiative on China Strategy on issues relating to China and Taiwan.

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

- Conduct research as requested by the research associate and/or senior fellow on a variety of topics related to China and Taiwan, including in Mandarin
- Assist with writing and editing content, including research memos and briefs, blog posts, book chapters, and other publications, as needed
- Assist in logistical support for meetings, including but not limited to preparing distribution materials, helping with guest check-in, and guiding visitors during roundtables and other departmental events, under the supervisor's direct supervision
- Assist with the social media presence and marketing strategy for the department, including drafting tweets and brainstorming outreach ideas, as needed
- Track daily news reports that are relevant for the department
- Attend relevant meetings and take notes to be shared with the research associate

**Qualifications:**

- Undergraduate or graduate student with a concentration in International Relations or Asia Studies
- 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
- Demonstrated background and interest in China
- Policy and research-oriented work experience is preferred
- Ability to conduct research in Mandarin is required

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 internships are funded by the generous gifts of the Blavatnik Family Foundation, Robina Foundation, and the Franklin Williams Family.

The Council on Foreign Relations is an Equal Opportunity Employer. Quality, diversity, and balance are the key objectives sought by the Council on Foreign Relations in the composition of its workforce.