

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

**Title:** Intern, *Foreign Affairs Media*

**Location:** New York 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 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 ensuring that Foreign Affairs materials reach their intended audiences.

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

- Tracking press transitions and updating press lists in the Customer Relationship Management (CRM)
- Obtaining contact information for authors and their communications department from editorial and CRM for author media engagement
- Using media monitoring services to track *Foreign Affairs* mentions and compiling mentions
- Assisting with building tailored pitch lists for marquis pieces
- Maintaining internal process documents and tracking outreach efforts for weekly web content

**Qualifications:**

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

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.