

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

POSITION ANNOUNCEMENT

Title: Intern, Corporate Programming

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 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, media, and 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):

- Research, writing, and editing for the corporate program
- Creating background briefs on topics of relevance to the business and foreign policy community
- Logistical and event planning tasks as needed
- Assisting with the preparation of meeting materials, may assist in staffing in-person meetings
- Other departmental support as needed

Qualifications:

- Undergraduate student with a concentration in international relations, political science, business administration, finance, or related field
- Students 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, editing, and communication skills
- Proficiency in Microsoft Word, PowerPoint, Excel

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](http://www.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.