

Council on Foreign Relations

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POSITION ANNOUNCEMENT

Title: Intern, Editorial Podcast

Location: New York or Washington, D.C. Office

Pay rate: \$17.50/hr

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.

CFR's podcasts seek to explain pressing international relations issues to a new, wide audience. Under the umbrella of the Digital Content team, the Editorial Podcast intern will prepare research briefings on episode topics, and aid in other logistical and production-related tasks.

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

- Prepare research briefings on episode topics, including compiling and highlighting articles on multiple subjects, uncovering fresh angles and points of interest, and assembling lists of speakers and guests
- Editing photos and audio, copyediting news stories and multimedia projects, and reviewing and editing transcripts
- Assist with bookings, interviews, scripting of episodes, and clip research
- Support the team with administrative tasks, including transcript editing and applications for festivals, awards, etc.

Qualifications:

- Undergraduate or graduate student with a focus on journalism, international relations, or related field
- Applicants should have completed the equivalent of at least four semesters of college coursework (not including AP classes in high school) by the time they begin an internship
- Strong foreign policy research and creative writing skills
- Proficient understanding of the podcast space
- Previous journalism, web, or multimedia experience a plus
- Proficiency in MS Office and Google and basic computer-related skills

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.