

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Digital Services, Product Management

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 intern will be assisting with developing more robust guiding documents that will serve as the foundation for UX, development, and QA activities during the 2024 calendar year. They will also contribute to improving the organization and prioritization of product backlogs, setting the stage for more efficient planning and execution of projects.

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

- Assist with research and prepare drafts of guiding product documents, including but not limited to competitive landscape surveys, value proposition canvases, and product briefs
- Assist with maintaining product backlogs, including writing and revising user stories and development tasks

Qualifications:

- Undergraduate or graduate student, majoring in UX, surveying, or other 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)
- Website and mobile app experience is a plus
- Strong Microsoft Office/ Google Workspace 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.