

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Education, Marketing

Location: New York

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.

The intern will have the opportunity to assist in efforts related to marketing, research, and analytic reporting for the Education department. By actively participating in these projects, this intern will gain a deeper understanding of managing social media accounts across multiple platforms, developing assets for marketing purposes, and performing analytics reporting to determine ROI (return on investment) of multiple campaigns. The intern will also participate in learning how to creatively educate a diverse audience on these particular topics.

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

- Assist with the Education department initiative social media accounts and brand messaging by researching and organizing content, and copywriting for posts across different platforms
- Conduct market research, especially regarding climate resources, and help monitor teacher insights and feedback
- Support logistical tasks related to webinars and conferences, as well as research and pitch new event opportunities
- Assist with content development for the website and other promotional or advertising materials
- Assist with the day-to-day operations of marketing, such as updating and organizing marketing trackers and helping with list management and analysis

Qualifications:

- Undergraduate or graduate student with a focus on communications, marketing, international relations, political science, history, or related fields
- 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 research and writing skills, data organization and analysis, and event planning
- Previous marketing experience and/or an interest in education a plus
- Proficiency in MS Office and Google Ads, GA4, and Zoom

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.