

**Council on Foreign Relations**  
1777 F Street NW, Washington, DC 20006  
[humanresources@cfr.org](mailto:humanresources@cfr.org)  
[www.cfr.org](http://www.cfr.org)

**POSITION ANNOUNCEMENT**

**Title:** Intern, Executive Office

**Location:** Washington, DC 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, Executive Office will work under the direction of the Research Associate to the President and Chief of Staff. Qualified candidates will have related experience that requires judgment, discretion, strong writing and editing skills, the ability to prioritize, and experience dealing with high-profile individuals.

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

- Assisting with the preparation, briefing, and staffing of CFR's President
- Supporting the Executive Office staff on administrative matters, including scheduling, answering telephones, responding to requests for information, and interacting with other Council departments
- Assisting the executive office with light background research, when necessary
- Acting as an onsite presence and providing administrative and logistical backing for larger-scale events
- Assisting members of the Executive Office staff as needed

**Qualifications:**

- Undergraduate or graduate student with high academic credentials; interest in and knowledge of current foreign policy issues
- Students should have completed the equivalent of four semesters of college coursework by the time they begin an internship
- Excellent writing, editing, and proofreading skills
- Outstanding written and verbal communication skills
- Outstanding professional judgment, discretion, and demeanor
- Proficiency in word processing, Excel, and database management
- Strong attention to detail and accuracy
- Proven ability to work in a fast-paced environment, both independently and as part of a team
- Proven ability to be flexible, multitask, prioritize multiple tasks on deadline
- Previous experience with briefings, event management, and staffing preferred

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.