

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, *Foreign Affairs*, Advertising

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 *Foreign Affairs* Advertising team has a strong focus on marketing the magazine to educators, students, foreign policy associations and other non-profit organizations. *Foreign Affairs* produces academic resources such as *Foreign Affairs* Books and Custom Textbooks. These titles are used by professors in International Relations, Foreign Policy, and International Political Economy from universities and colleges in the U.S. and Canada. The internship offers an exciting opportunity to learn about marketing, outreach, and academic publishing at the preeminent journal of international affairs.

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

- Learn about the production side of the magazine and the website
- Research and communicate with officials in business and government
- Interact with advertising agencies and their clients
- Assist in developing advertising materials and new projects
- Work with the event manager to program and develop live and virtual meetings

Qualifications:

- Undergraduate or graduate student with educational concentration in business, management, communications, 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
- Strong interest in the business side of publishing is a plus
- Strong computer skills, including proficiency in Microsoft Office and Adobe Products
- Detail oriented and able to handle multiple tasks simultaneously
- Strong communication, writing, and customer service 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.