

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Fellowship Affairs

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.

CFR's Fellowship Program offers unique opportunities for mid-career professionals focusing on international relations. The program affords fellows the opportunity to broaden their perspective of foreign affairs and to pursue proposed research, with a placement at either CFR or another institution in New York City or Washington, DC. The intern will work under the direction of the Fellowship Affairs team to help support the wide range of fellowship activities.

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

- Assist the director and deputy director of the fellowship program with 2024-2025 marketing efforts, updating materials, sending emails, tracking responses, and posting on job sites
- Research to support key leader engagements
- Assist with ad hoc fellowship projects, including archival or digital works
- Perform administrative tasks related to the fellowship program, such as corresponding with applicants via email

Qualifications:

- Undergraduate or graduate student focusing on international relations, international relations, security studies, or 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)
- Any related experience with high level staffed meetings is preferred
- Strong research, editing and proofreading skills
- Proficiency in MS Word, Excel and Outlook

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.