

**Council on Foreign Relations**  
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### **POSITION ANNOUNCEMENT**

**Title:** Intern, Government Affairs

**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 Government Affairs team is comprised of the Congress and U.S. Foreign Policy program and CFR's diplomatic and executive branch initiatives. The Congress program engages members of Congress and their staffs on both sides of the aisle with a weekly roundtable policy discussion series, monthly briefings for Senate chiefs of staff, breakfast meetings for members of Congress, and other on-demand briefings. The program is responsible for distribution of CFR publications and other relevant materials to Capitol Hill.

The intern will develop professional skills related to international relations, congressional relations, and work on Capitol Hill. They will have the opportunity to learn about the operations of Congress and best practices by which an organization interacts with members of Congress and their staff. The intern will also gain experience in the management of extensive databases, event planning and execution, and professional research and writing as it relates to the policymaking community.

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

- Assist the Government Affairs team with day-to-day administrative duties, including logging registrations for meetings, creating and maintaining lists of congressional contacts, targeting constituencies for the distribution of CFR materials, and managing the extensive CFR database
- Help manage the Congress and U.S. Foreign Policy program's correspondence as well as drafting invitations and other materials for meetings
- Provide logistical support and execution of weekly meetings for Capitol Hill with congressional senior staff as well as occasional additional meetings with members of Congress
- Perform research and writing, as needed

**Qualifications:**

- Undergraduate or graduate student with a concentration in International Relations, Public Policy, American Government, or Political Science
- 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
- Must be available three days a week, including Monday and Friday
- Mandatory onsite component, to include weekly Friday in person briefing on Capitol Hill
- Congressional internship or experience required
- Experience with Microsoft Office Suite and database management
- Excellent attention to detail and proofreading skills
- Ability to multi-task, problem solve, and work well on a team

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.