

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Japan Studies

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 will develop high-level research skills in both Japanese and English as well as abilities to present the results of research. The intern will receive extensive feedback from the senior fellow and the supervisor, and gain professional skills as they interact with various guests including senior government officials, academics, journalists and business leaders.

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

- Conduct research as requested by the research associate and/or senior fellow on a variety of topics including Japan and Northeast Asia political debates, security, economy, and energy
- Assist in logistical support for meetings, including but not limited to preparing distribution materials, helping with guest check-in, and guiding visitors during roundtables and other departmental events, under the supervisor's direct supervision
- Perform primary source research in Japanese and English, as needed

Qualifications:

- Undergraduate or graduate student with a concentration in International Relations or Asia Studies
- 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
- Demonstrated background and interest in Japan
- Strong research abilities
- Policy and research-oriented work experience is preferred
- Strong Microsoft Office skills, general research skills in databases, both in English and Japanese
- Ability to conduct research in Japanese is preferred, but not required

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.