

Council on Foreign Relations
1777 F Street NW, Washington, DC 20006
humanresources@cfr.org
www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Middle East 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 support the Middle East team in their initiatives. They will build skills in research, writing, editing, and organization.

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

- Assist with research projects as requested by the fellow and research associate
- Assist with editing publications
- Write background research memos
- Track media activity and coverage in the region
- Answer research inquiries given by fellow and research associate
- Prepare weekly news briefs for the fellow
- Assist with roundtable set up and day-of event logistics

Qualifications:

- Undergraduate student, majoring in international relations, Middle East studies, political science, history, or a 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
- Arabic, French, Hebrew, and/or Turkish are a plus but not required
- Strong editing and proofreading skills 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.