

Council on Foreign Relations
58 East 68 Street, New York, NY 10065
humanresources@cfr.org
www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, New York Meetings

Location: New York

Pay rate: \$17.50/hr

CFR's Blavatnik and Robina Franklin Williams internships give selected interns the opportunity to receive training in the field of foreign policy; as well as skills training in areas such as writing, research, and program planning and much more.

The Meetings Program seeks to achieve a mix of speakers and issues that respond to the interests of a diverse Council membership and constantly adjusts to the new issues shaping American foreign policy. The Meetings intern provides valuable support for the department in all aspects of meeting organization.

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

- Conduct research on potential foreign policy topics for discussion, as well as possible moderators and speakers for proposals
- Create and manage member expertise documents and UNGA spreadsheet, as well as assist in recognizing new and diverse names as possible speakers or presiders
- Monitor upcoming elections, pertinent global events and developments, and manage anniversaries and futures documents with research on notable historic foreign policy events
- Assist with correspondence with speakers and confirmation calls to member participants, and draft invitations to high-level event attendees
- Additional assistance to the Meetings team members as needed

Qualifications:

- Undergraduate or graduate student majoring in international affairs, political science, 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
- Previous office and/or events experience strongly preferred
- Extremely detail-oriented, with excellent writing, editing, and oral communication skills
- Ability to work independently and in a high-pressure environment
- Proficiency in Microsoft Office Suite; experience with creating and managing a database

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](http://www.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.