

**Council on Foreign Relations**  
**58 East 68<sup>th</sup> Street, New York, NY, 10065**  
**[humanresources@cfr.org](mailto:humanresources@cfr.org)**  
**[www.cfr.org](http://www.cfr.org)**

## **POSITION ANNOUNCEMENT**

**Title:** Intern, National Program and Outreach

**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.

With more than one-third of its members based outside of New York and Washington, DC, the goal of the National Program and Outreach is to energize foreign policy discussions nationwide. The National Program supports and connects CFR members across the country. Outreach extends CFR resources and programming to a cross-section of American life, including the academic community; religious and congregational leaders; state and local officials; and journalists at the local and regional levels.

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

- Providing research support and list expansion projects for all Outreach initiatives
- Database management tasks in Quorum and CRM
- Monitoring current events and general coverage of regional and local news to make recommendations on topics to cover for programming and communications
- Draft Tweets for team's Twitter account
- Assisting with other day-to-day duties for the department

**Qualifications:**

- Undergraduate or graduate student majoring in international affairs, political science, business, 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
- Strong organizational skills
- Excellent editing and research skills
- General multi-tasking skills, attention to detail and positive attitude
- Proficiency with Microsoft Word and Excel; experience using databases, preferred
- Interest in event planning and management

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.