

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Publications

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 Publications Department is involved in the editing, production, and marketing of CFR Books, Task Force reports, Council Special Reports, the Annual Report, and papers on a wide range of issues. This is an excellent opportunity for someone interested in a career in writing or editing

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

- Assist the Publications department with all stages of CFR publications processes including copyediting, proofreading, and occasionally substantive editing of the different types of incoming materials
- Provide maintenance and support editorial oversight of CFR webpages and partner websites
- Assist with other tasks as needed
- Attend general Council meetings and other programs on foreign policy issues, as time permits

Qualifications:

- Undergraduate or graduate student focusing on English, political science, history 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
- Strong interest in publishing, and background in editing, writing, and research
- Experience working with a school newspaper/journal or in an office setting preferred
- Proficiency in Microsoft Office Suite, Chicago style, and conducting internet research
- Strong attention to detail and personal initiative
- Proficiency in another language is a plus
- Ability to work under pressure, both independently and as a member of 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](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.