

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Task Force
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 Council on Foreign Relations sponsors Task Forces, which are overseen by the Task Force Program. Chaired by distinguished public servants, Task Forces are convened to assess issues of current and critical importance to U.S. foreign policy and provide policymakers with concrete judgments and recommendations. Diverse in backgrounds and perspectives, Task Force members aim to reach a meaningful consensus on policy through private and nonpartisan deliberations. Upon its conclusion, the Task Force will release a full report of its findings and recommendations.

For more information about Task Forces, please visit the program's webpage or see the complete list of Task Force reports.

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

- Coordinating Task Force event logistics, including preparing invitations, corresponding with attendees, and preparing background papers and materials for distribution
- Researching distribution targets (i.e. policymakers, thought leaders, scholars, and other influential people) and compiling distribution and marketing lists for release of Task Force reports
- Editing, proofreading, and fact-checking drafts of Task Force reports
- Tracking Task Force activities for impact and record-keeping
- Conducting research on organizations and individuals as potential outreach targets and assisting with outreach meeting coordination
- Writing memos on people, topics, and organizations related to the set of Task Force issues
- Providing research support for the Task Force project directors as needed

Qualifications:

- Undergraduate student with a focus in International Relations, Political Science, or related field of study
- 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
- Prior internship experience preferred
- Strong communication, writing, and editing skills
- High level of professionalism and superior attention to detail
- Proficiency in Microsoft office and Google suite
- Demonstrated interest in space policy a plus

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.