

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

POSITION ANNOUNCEMENT

Title: Intern, U.S. Foreign Policy

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.

The Council has an internship available in the Studies Department. The intern will assist the research associate and fellow with research, editing, and administrative tasks. The intern will gain firsthand experience with the tools scholars use to analyze U.S. foreign policy and its implications.

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

- Researching the history and development of Sino-Russian relations as well as US-China relations to contribute to the publications of the fellow
- Contributing directly to the substance of study group meetings, as well as publications of the fellow
- Assist with writing and editing content, including research memorandas and briefs as needed
- Assist in logistical support as needed, including but not limited to coordination of study groups and meetings

Qualifications:

- Undergraduate or graduate student with concentration in international relations or related field
- Students should have completed the equivalent of four semester of college coursework (not including AP classes in high school) by the time they begin an internship
- Strong research and writing skills
- Excellent attention to detail
- Strong Microsoft Office skills
- Mandarin, Russian, or Arabic language proficiency preferred, but not 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.