

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Washington Meetings

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.

In the nation's capital, the Council's Washington Meetings Program provides a nonpartisan forum for informed foreign policy debate by bringing CFR members together with policymakers, world leaders, academic experts, and prominent thinkers to discuss a wide range of international issues. The Meetings intern provides valuable support for the department in all aspects of meeting programming.

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

- Assisting with researching potential topics for discussion and possible speakers and moderators using CFR's databases and publication websites
- Managing UN General Assembly spreadsheet, including monitoring upcoming elections and other developments in nations globally
- Maintaining CRM database of open invitations to elected officials, NGO heads, and other high-level officials
- Managing important dates, including anniversaries and futures, including extensive research of notable historic foreign policy events
- Assisting meetings team members with additional tasks as needed

Qualifications:

- Undergraduate or graduate student with a concentration 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
- Relevant work or internship experience in organizing events and VIP relations preferred
- Extremely detail-oriented, high level of professionalism
- Excellent communication, editing, writing, and Microsoft Office skills
- Experience with databases preferred

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.