

Council on Foreign Relations
1777 F Street NW, Washington, DC 20006
humanresources@cfr.org
www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Women and Foreign Policy

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 intern will work with the Women and Foreign Policy studies team to assist with the goal of providing informed expert analysis for the policy and diplomatic communities.

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

- Conducting research as requested on variety of topics such as women leaders and women's political participation
- Assisting with writing and editing content, including research memos and briefs, blog posts, book chapters, and other publications as needed
- Assisting with logistical support for meetings including but not limited to preparing distribution material and helping with guest check-in during roundtables
- Tracking news reports and relevant updates that pertain to the department
- Assisting with social media and marketing strategy for the department

Qualifications:

- Undergraduate or graduate student, majoring in international relations, political science, women/gender studies, 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
- Relevant research or internship experience in gender policy/ international relations as well as an interest in women and gender studies is a plus
- Strong attention to detail and resourcefulness
- Strong organizational skills
- Proficiency using Microsoft Office Suite
- Strong writing and editing skills

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.