

**Council on Foreign Relations**  
58 East 68<sup>th</sup> Street, New York, NY, 10065  
[humanresources@cfr.org](mailto:humanresources@cfr.org)  
[www.cfr.org](http://www.cfr.org)

## **POSITION ANNOUNCEMENT**

**Title:** Intern, Global Communications and Media Relations

**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 Global Communications and Media Relations department focuses on maximizing the presence of CFR in print, broadcast, and online media outlets and on promoting CFR's roster of products, which includes on-the-record events, CFR books, Council Special Reports, Task Force reports, working papers, online publications and interactive features, and Foreign Affairs articles. The department also works to ensure that CFR experts are visible in the news media.

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

- Helping to draft press releases and media advisories
- Fielding public inquiries about CFR and media requests for experts
- Tracking and recording media mentions of CFR publications and *Foreign Affairs*
- Assisting staff and press at on-the-record events and other projects as needed
- Compile daily foreign policy op-eds

**Qualifications:**

- Undergraduate or graduate student majoring in communications, journalism, international relations, 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
- Previous experience is a plus
- Proficiency in Microsoft Office Suite and media monitoring services preferred
- Ability to multitask and work well collectively in a fast-paced environment
- Good organizational skills and attention to detail

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.