

Council on Foreign Relations
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www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Middle East Studies

Location: Washington, DC Office

Pay rate: \$18.00/hr

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 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 support the Middle East team in their initiatives. They will build skills in research, writing, editing, and organization.

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

- Assist with research projects as requested by the fellow and research associate
- Assist with editing publications
- Write background research memos
- Track media activity and coverage in the region
- Answer research inquiries given by fellow and research associate
- Prepare weekly news briefs for the fellow
- Assist with roundtable set up and day-of event logistics

Qualifications:

- Undergraduate student, majoring in international relations, Middle East studies, political science, history, 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
- Arabic, French, Hebrew, and/or Turkish language skills are a plus but not required
- Strong editing, writing, and proofreading skills required
- Proficiency in Microsoft Office Suite required; experience using statistical software and/or Zotero is a plus

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 (CFR) is committed to fostering a foreign policy community in the United States that is more representative of American society, recognizing that diverse backgrounds and perspectives contribute to broader, more informed participation in the foreign policy debate and lead to an enhanced understanding of the world and the United States' role therein. To that end, CFR is dedicated to continuing to advance diversity, equity, and inclusion (DEI) throughout its work and workplace by building a more diverse membership and staff, producing and dispensing thoughtful analysis on a broad range of foreign policy issues, and developing relevant, wide-reaching programming that also serves to expand the foreign policy talent pipeline to underrepresented populations.

The Council on Foreign Relations is an equal opportunity employer and actively seeks candidates from a diverse background.