

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, National Program and Outreach

Location: New York 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.

With more than one-third of its members based outside of New York and Washington, DC, the goal of the National Program and Outreach team is to energize foreign policy discussions nationwide. The National Program supports and connects CFR members across the country. Outreach extends CFR resources and programming to a cross-section of American life, including the academic community; religious and congregational leaders; state and local officials; and journalists at the local and regional levels.

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

- Utilize Quorum and CFR's CRM to identify potential speakers and topics for fall webinars and roundtables
- Use *Foreign Affairs* and CFR resources to identify topics for fall webinars and roundtables
- Work with Outreach staff on list expansion projects for state and local officials, religious leaders, local journalists, and academics

Qualifications:

- Undergraduate or graduate student majoring in international relations, political science, business, economics, 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
- Excellent editing and research skills
- General multi-tasking skills, strong organizational skills, attention to detail, and positive attitude
- Proficiency with Microsoft Word and Excel; experience using databases preferred

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.