

**Council on Foreign Relations**  
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[www.cfr.org](http://www.cfr.org)

### **POSITION ANNOUNCEMENT**

**Title:** Intern, Design (UX/UI)

**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.

The Product, Design, and Engineering (PDE) team is undergoing a comprehensive redesign of CFR.org, while simultaneously maintaining ongoing UI/UX design work across CFR digital properties. The design UI/UX intern will assist in these efforts by providing essential support in the following areas: enhancing user research and testing; supporting wireframing and prototyping; optimizing designs for accessibility; and maintaining design continuity.

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

- Help to create wireframes and interactive prototypes
- Create design iterations
- Help bridge ongoing site improvements
- Assist with user surveys and/or usability testing
- Support documentation design of guidelines and style standards

**Qualifications:**

- Undergraduate student, majoring in UI/UX design, graphic design, digital media, 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 experience in web design, UI/UX, graphic design, and portfolio are required
- Experience with Adobe Creative Suite, Sketch and/or Figma, or similar tools is required; Familiarity with HTML, CSS, and responsive design principles is a plus
- Experience with user research is a plus
- Strong attention to detail and resourcefulness
- Proficiency using Microsoft Office Suite

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.