Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: **Intern, Product Management**

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 leading a critical initiative this summer: redesigning the website and migrating from Drupal to WordPressVIP. To ensure a smooth transition and enhance the user experience, the intern will provide support to the team in user research, testing, content migration, and documentation.

The major responsibilities of this position will include (but are not limited to):
- Audit content migration
- Create training guides for new WordPress CMS
- Coordinate and assist during QA and User Acceptance Testing (UAT) phases
- Provide feedback on-site design and its user experience

Qualifications:
- Undergraduate or graduate student, majoring product development, user experience design, computer science, data science / analytics, 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)
- Experience with digital products (such as websites or apps), content management systems, and analytics
- Understanding of product development methodologies, UX & design thinking, analytics, and development technologies 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.