

Council on Foreign Relations
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www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Publications

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 Publications Department is involved in the editing, production, and marketing of CFR Books, Task Force reports, Council Special Reports, the Annual Report, and papers on a wide range of issues. This is an excellent opportunity for someone interested in a career in writing or editing.

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

- Assist the Publications department with all stages of CFR publications processes including copyediting, proofreading, and occasionally substantive editing of the different types of incoming materials
- Provide maintenance and support editorial oversight of CFR webpages and partner websites
- Compile email distribution lists for our Annual Report in the fall
- Attend general Council meetings and other programs on foreign policy issues, as time permits
- Assist with other tasks as needed

Qualifications:

- Undergraduate or graduate student focusing on English, 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
- Strong interest in publishing, and background in editing, writing, and research
- Experience working with a school newspaper/journal or in an office setting preferred
- Proficiency in Microsoft Office Suite, Adobe, Chicago style, and conducting internet research
- Strong attention to detail and personal initiative
- Proficiency in another language is a plus
- Ability to work under pressure, both independently and as a member of a team

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.