

POSITION ANNOUNCEMENT

Title: Intern, China Strategy Initiative

Location: Washington, DC Office or Remote

Pay rate: \$18.50/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 field of foreign policy; as well as skills training in areas such as writing, research, and program planning and much more.

The intern will support the work of the Senior Fellow for China and Indo-Pacific Studies and Director of the Initiative on China Strategy on issues relating to China's global engagements.

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

- Conduct research as requested by the research associate and/or senior fellow on a variety of topics related to China and Taiwan
- Assist with writing and editing content, including research memos and briefs, blog posts, book chapters, and other publications, as needed
- Assist in logistical support for meetings, including but not limited to preparing distribution materials, helping with guest check-in, and guiding visitors during roundtables and other departmental events
- Assist with the social media presence and marketing strategy for the department, including drafting tweets and brainstorming outreach ideas, as needed
- Track daily news reports that are relevant for the department
- Attend relevant meetings and take notes to be shared with the research associate

Qualifications:

- Undergraduate or graduate student with a concentration in international relations, Asia studies, 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

- Ability to conduct research in Mandarin is required
- Demonstrated background and interest in China
- Policy and research-oriented work experience is preferred
- Excellent research, writing, editing, and proofreading skills

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.