

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Executive Office

Location: In person in New York Office and in person in Washington, DC Office

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 area of foreign policy, as well as skills training in areas such as writing, research, and program planning.

The intern for the Executive Office will assist the Chief of Staff to the President. Qualified candidates will have related experience that requires judgment, discretion, strong writing and editing skills, the ability to prioritize, and experience dealing with high-profile individuals.

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

- Assist with the preparation, briefing, and staffing of CFR's President
- Research specific areas as requested by the President's team
- Support the Executive Office staff on administrative matters, including responding to requests for information, liaising with other Council departments, and providing logistical support for larger-scale events

Qualifications:

- Undergraduate or graduate student with an interest in and knowledge of current foreign policy issues
- 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 writing, editing, and proofreading skills
- Outstanding professional judgment, discretion, and demeanor
- Proficiency in Microsoft Office, including Word and Excel
- Strong attention to detail and accuracy
- Proven ability to work in a fast-paced environment, both independently and as part of a team
- Proven ability to be flexible, multitask, prioritize multiple tasks on deadline
- Previous experience with briefings, event management, and staffing 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 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.