

POSITION ANNOUNCEMENT

Title: Intern, *Foreign Affairs*, Advertising

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

Foreign Affairs is the world's leading publication for sharp analysis of important global issues. Our content comes directly from experts in their fields, providing unrivaled insight into global trends and current events. The *Foreign Affairs* Advertising team's role is to increase revenue for the print magazine and digital products by marketing advertising opportunities to the private sector, academia, publishers, and non-profit organizations. This internship offers an exciting opportunity to learn more about effective marketing, outreach, and B2B partnerships.

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

- Help lead the Spring Open House event that caters to prospective graduate students, including communicating with various graduate schools, acquiring materials from each school, assisting in advertising the Open House, and conducting research on marketing strategies to increase attendance
- Support the team's efforts in securing media partnerships with various events in the fine arts and finance industries. Facilitate the extension of client lists related to the aforementioned industries
- Conduct extensive research on untapped advertising sectors for the magazine, such as energy, technology, travel, and luxury
- Implement digital ads on our website and in our newsletters
- Gather digital metrics of advertisements for clients
- Assist the team with all print production needs

Qualifications:

- Undergraduate or graduate student with a concentration in business, management, communications, marketing, advertising, 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 computer skills, including proficiency in Microsoft Office and Adobe Suite preferred
- Detail oriented and able to handle multiple tasks simultaneously
- Strong communication, writing, and customer service skills
- Knowledgeable in social media advertising
- Experience with publishing, advertising, public relations, or communications 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 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.