

Council on Foreign Relations  
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## POSITION ANNOUNCEMENT

**Title:** Intern, *Foreign Affairs*, Product

**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.

The *Foreign Affairs*, Product intern will learn valuable project management skills in an agile environment. They will learn about the process of handling designs to development and requirement gathering for launching new products.

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

- Research and contribute strategic ideas around new products
- Analyze data on user engagement or product performance
- Perform application or website updates and backend operational tasks in our CMS
- Conduct and share competitor analysis (email, newsletter, and social) and make recommendations on user experience

### **Qualifications:**

- Undergraduate student with a concentration in design, business, marketing, computer science, engineering, data 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 in Excel, Adobe Suite, Python and Jira is preferred
- Experience or interest in international relations and/or publishing is 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.