

Council on Foreign Relations
1777 F Street NW, Washington, DC 20006
internships@cfr.org
www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Government Affairs

Location: 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 field of foreign policy, as well as skills training in areas such as writing, research, and program planning and much more.

The Government Affairs team serves to connect CFR's expertise and resources with Congress, the executive branch, and the DC-based diplomatic community. The team regularly engages with these constituencies through individual briefings and roundtable policy discussions to provide policymakers on Capitol Hill, officials in the executive branch, and diplomats insight into pressing foreign policy, geoeconomic, and national security issues.

The intern will develop professional skills related to foreign policy and congressional relations. They will have the opportunity to learn about the operations of Congress and best practices by which an organization interacts with members of Congress and their staff. The intern will also gain experience in the management of extensive databases, event planning and execution, and professional research and writing as it relates to the policymaking community.

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

- Assist the Government Affairs team with day-to-day administrative duties, including logging registrations for events, creating and maintaining lists of congressional contacts, targeting constituencies for the distribution of CFR materials, and managing the extensive CFR database
- Assist with drafting Government Affairs newsletters that are sent to congressional staff and the diplomatic community monthly

- Help manage the Government Affairs team's correspondence as well as assist with drafting and compiling materials for meetings and briefings
- Provide logistical support and execution of meetings on Capitol Hill with members of Congress and congressional senior staff
- Perform research and writing, as needed

Qualifications:

- Undergraduate or graduate student with a concentration in international relations, public policy, American government, political science, 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
- Must be able to attend a weekly Friday in-person roundtable on Capitol Hill
- Previous congressional internship or experience required
- Experience with Microsoft Office Suite and database management
- Excellent attention to detail and proofreading skills
- Ability to multitask, problem-solve, and work well on 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 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.