

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, History, Foreign Policy, and International Economics

Location: In person in New York 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 will work alongside a research associate in the David Rockefeller Studies Program, assisting the Senior Fellow and Director of International Economics with research, editing, and administrative tasks. The intern will gain firsthand experience with the tools scholars use to analyze economic policy and historical questions.

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

- Support the fellow's new book by conducting research and identifying promising materials and reading and preparing summaries
- Track and organize research materials, carry out fact-checking and other tasks related to the project
- Assist in logistical support for meetings, including but not limited to preparing distribution materials
- Attend general Council meetings and other programs on foreign policy issues, as time permits

Qualifications:

- Undergraduate student with background in political science, political philosophy, history, economics, 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 and strong skills in writing, conducting qualitative analysis, and research using primary and secondary sources

- Advanced language skills in Mandarin, with the ability to translate official documents and news articles, are preferred, but not required
- Strong Microsoft Office Suite skills, experience working with databases such as JSTOR, Google Scholar, and LexisNexis
- Ability to work independently, strong attention to detail, and organization

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.