

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Product Development

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 intern will assist with product research, drafting of user stories and documentation, roadmap prioritization, QA and usability testing, organization of team workflows, and the continued leveraging of LLMs in the Council's workflows and digital products.

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

- Conduct product research, including competitive analysis and usability testing
- Analyze user feedback collected via surveys, user interviews, and analytics platforms
- Support the product team in defining, documenting, and prioritizing features
- Support launches and ongoing optimization of content products such as the Global Conflict Tracker, Member Services Portal, the CMS, and cfr.org more generally
- Create and maintain product documentation, workflows, and how-to-guides for internal stakeholders

Qualifications:

- Undergraduate or graduate student, majoring in product development, user experience design, computer science, data science/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 with digital products (such as websites or apps), content management systems, and analytics
- Understanding of product development methodologies, UX & design thinking, analytics, and development technologies is 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.