

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

POSITION ANNOUNCEMENT

Title: Intern, U.S. Foreign Policy

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 intern will gain history research and professional writing skills as well as exposure to think tanks and the broader policy community in Washington D.C. The intern will support writing for the Council's *America at 250* initiative and the podcast *The President's Inbox*.

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

- Conduct research for a book on the history of Congress's role in U.S. foreign policy
- Support research on the domestic underpinnings of U.S. foreign policy and the 250th anniversary of the United States
- Track daily news reports that are relevant for the department
- Assist with writing and editing content, including research memos and briefs, blog posts, book chapters, content for the foreign policy blog, podcasts, and other publications, as needed
- Find and organize content materials for an interactive survey webpage on the best and worst decisions in U.S. foreign policy history
- Engage with archival materials, books, and journal sources

Qualifications:

- Undergraduate student with concentration in political science, history, government, 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 background in U.S. history is required
- Interest in historical research and history projects is ideal
- Strong research, writing, and editing skills
- Excellent attention to detail and proofreading ability
- Previous work experience preferred, but not required

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.