

POSITION ANNOUNCEMENT

Title: Intern, Washington Meetings

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 area of foreign policy, as well as skills training in areas such as writing, research, and program planning.

In the nation's capital, the Council's Washington Meetings Program provides a nonpartisan forum for informed foreign policy debate by bringing CFR members together with policymakers, world leaders, academic experts, and prominent thinkers to discuss a wide range of international issues. The Meetings intern provides valuable support for the department in all aspects of meeting programming.

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

- Assist in background research for meeting proposals on a wide range of topics related to foreign policy and international relations
- Create member expertise documents, including assisting in recognizing new, diverse names as possible speakers or presiders
- Manage UN General Assembly spreadsheet, including monitoring upcoming elections and other developments in nations globally
- Maintain CRM database of open invitations to elected officials, NGO heads, and other high-level officials
- Manage important dates, including anniversaries and extensive research of notable historic foreign policy events
- Assist meetings team members with additional tasks as needed

Qualifications:

- Undergraduate or graduate student with a concentration in international affairs, 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
- Relevant work or internship experience in organizing events and VIP relations preferred
- Extremely detail-oriented, high level of professionalism
- Excellent communication, editing, and writing
- Proficiency in Microsoft Office Suite required; experience with databases 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.