Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: **Intern, Task Force**

Location: **Washington, DC Office**

Pay rate: **$18.00/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.

CFR sponsors Task Forces to assess issues of current and critical importance to U.S. foreign policy. Diverse in backgrounds and perspectives, Task Force members work to reach meaningful consensus across partisan lines and produce a policy report of concrete findings and recommendations. The Task Force program leads the initiation, strategy, and execution of each Task Force project, coordinating across teams and with external stakeholders to produce and promote Task Force reports.

The Task Force intern will assist with research, editing, meeting execution, notetaking, staffing, and other tasks to support the team. The intern will have the opportunity to contribute to the outreach efforts and impact tracking for the Economic Security Task Force report following its planned fall release and to the research, editing, correspondence, meeting planning, and production of at least one new Task Force.

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

- Assist in coordinating Task Force event logistics, including preparing invitations, corresponding with attendees, and preparing background papers and materials for distribution
- Conduct research on organizations and individuals as potential outreach targets and assist with outreach meeting coordination
- Write memos on people, topics, and organizations related to the set of Task Force issues
- Edit, proofread, and fact-check drafts of Task Force reports
- Support research and production of data visualizations and other report graphics
- Research distribution targets (i.e. policymakers, thought leaders, scholars, and other influential people) and compile distribution and marketing lists for release of Task Force reports
- Track Task Force activities for impact and record-keeping
- Provide research support for the Task Force project directors as needed

Qualifications:

- Undergraduate student majoring in international relations, political science, public policy, 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 research, writing, and editing skills; high level of professionalism; attention to detail
- Prior experience in economic security issues 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.

The Council on Foreign Relations is an equal opportunity employer and actively seeks candidates from a diverse background.