

APRIL 2009

Job opening forwarded by IECA graduate Penelope (Penny) Andrews, Professor of Law, Valparaiso University School of Law

Title: Research Associate, Latin America Studies

Organization: Council on Foreign Relations

Location: United States (Washington, DC)

Website: www.cfr.org

Salary: Mid thirties, based on education and experience

Contact Information: Human Resources

Phone: 212-434-9400

Email: humanresources@cfr.org

Description:

Council on Foreign Relations Human Resources Office 58 E. 68th St., New York, NY 10065 FAX: (212) 434-9893 humanresources@cfr.org www.cfr.org

Founded in 1921, the Council on Foreign Relations is a leading nonprofit membership organization, research center, and publisher, with headquarters in NY, offices in Washington, D.C., and programs nationwide. It is dedicated to increasing America's understanding of the world and contributing ideas to U.S. foreign policy. The Council's 4300+ members are leaders in international affairs and foreign policy. The Council also publishes *Foreign Affairs*, the preeminent journal on global issues, and provides up-to-date information about the world and U.S. foreign policy on the Council's award winning website, CFR.org.

The Council's Studies Program is one of the country's largest foreign policy think tanks with a widely respected and influential research staff. The Studies Program's aim is to advance the discussion of American foreign policy and international affairs through its writing, publications, public outreach, and discussions.

The Research Associate will report to the Director of Latin America Studies. The Latin American Program examines general themes relating to Latin America and the Western Hemisphere, including poverty and inequality, crime and public security, energy, globalization, immigration, and the U.S. Hispanic population.

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

- *Providing administrative support to the fellow, handling correspondence, scheduling, and responding to requests for information

- *Researching specific areas for op-eds, articles, book chapters, and other publications, as requested by the fellow

- *Assisting with the proofreading and editing of articles, book chapters, and other written material

- *Coordinating events, including preparing invitations, travel arrangements, corresponding with speakers and presiders, helping to prepare background papers and materials for distribution, and providing other logistical support

- *Managing budgets, including preparing budgets and tracking monthly statements, monitoring grant information and writing reports and requests, creating and updating Excel spreadsheets, and preparing vouchers for reimbursement

Preferred Qualifications:

- *BA degree in International Relations, History, Political Science and/or Latin America Studies, with high academic credentials

- *1 year related administrative and/or internship experience

- *Excellent verbal and written communication skills

- *Strong research, proofreading, and editing skills

- *Strong organizational skills

- *Keen attention to detail

- *Fluency in written and spoken Spanish. Knowledge of Portuguese language a plus.

*Proficiency in MS Word, Excel and Email, including advanced functions such as mail merge

Qualified candidates should email, fax, or mail a resume and cover letter to the Human Resources department at the above contact information. PLEASE INCLUDE THE POSITION NAME IN THE SUBJECT OF YOUR EMAIL. The Council on Foreign Relations is an equal opportunity employer and actively seeks candidates from a diverse background. Posted: April 2009