



New York City Global Partners, Inc.
2 United Nations Plaza, New York, NY 10017
(212) 319-9300

INTERNSHIP PROGRAM

EDUCATION INTERNSHIP

NYC Global Partners, Inc. is a City-affiliated non-profit organization housed in the New York City Mayor's Office for International Affairs. As the world's leading international city, New York engages in partnerships with cities around the world on a variety of issues. Global Partners Junior is an award-winning online educational exchange program that connects nearly 3,000 youth around the world annually. Using an online platform and original curriculum, NYC students ages 9-13 communicate with peers in cities around the world. Students use technology to communicate ideas to diverse audiences as they learn to use word-processing programs, digital design, and video editing software.

The Education Intern will support the Global Partners Program Manager in day-to-day operations of the Global Partners Junior program. Global Partners will provide an opportunity for the intern to play a significant role in curriculum development, teacher training, and program evaluation and to become familiar with City government and the day-to-day operations of a non-profit organization.

The Education Intern will support Global Partners staff in achieving the following goals:

- Monitor and evaluate student participation and classroom project submission on the Global Partners Junior online platform.
- Assist in providing training and technical assistance to instructors in New York City and internationally.
- Develop and draft Global Partners Junior curricular activities, including academic year and summer program lessons and enrichment opportunities.
- Prepare posts for the Global Partners Junior blog, including program highlights and best practices and discussions on topics in the field of global education.
- Assist staff with site visit to New York City participating locations.
- Assist with special projects as needed, including field trip and event coordination.

Qualifications:

- Strong writing and research skills and ability to think creatively
- Prior experience working with students in New York City preferred
- Interest in working with non-profits and the intersection of international affairs and municipal government
- Must be results-oriented and have excellent planning and organizational skills
- Master's level applicants preferred

Time Commitment: Internships run on an academic calendar, with separate sessions for the fall, spring, and summer semesters. During the fall and spring, only a part-time commitment (a minimum of 15 hours per week) is required. During the summer, we require a full-time commitment from our interns (Monday through Friday, 9:00 a.m. to 5:00 p.m.). Special consideration will be given to those interns who are able to work full-time in fall and spring semesters. All internships are unpaid. If interns would like to pursue course credit for their internship, they must coordinate all necessary approvals and documentation with their college or university.

Application Instructions: If interested, please send cover letter and resume to nycglobalpartners@cityhall.nyc.gov with “Education Intern” in the subject line. Only applicants being considered will be contacted. Please do not call to inquire about the status of your application.

For more information please visit our website: <http://nyc.gov/globalpartners>