



Office of the Mayor
NEW YORK CITY COMMISSION FOR THE UNITED NATIONS,
CONSULAR CORPS AND PROTOCOL
DIVISION FOR INTERNATIONAL BUSINESS
TWO UNITED NATIONS PLAZA, NEW YORK, NEW YORK 10017

MARJORIE B. TIVEN
COMMISSIONER

2011 SUMMER INTERNSHIP DESCRIPTION

Organization Profile: The Division for International Business assists foreign companies that want to establish operations in New York City. The Division provides information on business legal structure, visas, accounting, office space, needed to establish a business in New York City. It also provides referrals to other city agencies when other city services are needed. In addition, the Division works with foreign companies that have already established operations in New York City.

The Division for International Business is part of the Commission for the United Nations, Consular Corps and Protocol (UNCCP). As part of the Office of the Mayor, UNCCP serves as the primary liaison between City government and the largest diplomatic community in the world, including the United Nations, 192 Permanent Missions to the United Nations, 112 Consulates, and Foreign Trade Commissions in New York City.

Internship Description: Interns will update the International Business Directory, an on-line compendium of over 2,800 foreign-owned companies, consulates, diplomatic offices and trade representatives in New York City. The IB Directory can be found on the City's website at www.nyc.gov/ibd. The 2011 Summer interns, housed at Gold Street, will speak via telephone with business executives, members of the international trade community, and non-native English speakers, to ask them to update their information or to ask them to be listed in the Directory. They will also contact companies via fax and e-mail. Interns may also be required to undertake internet-based research on new companies. The information will be entered into the City's database and uploaded on its website. Interns may also be asked to assist with other projects and administrative duties.

Internship Qualifications: The Division seeks candidates with a professional manner who can work on a team, follow instructions, complete projects with minimal supervision, and pay close attention to detail. Candidates should be computer literate, possess strong writing skills, and demonstrate interest in the fields of: international business, international trade, marketing, public relations, and foreign languages.

Objectives: This internship is an excellent opportunity to learn about the composition and diversity of the international business community in New York City, and to develop marketing skills.

Interns will work at least 35 hours/week. The internship is unpaid.

Interested applicants should send a cover letter and resume to ibusiness@cityhall.nyc.gov .

Please note: Applications are due by April 1, 2011. In-person interviews will be held in New York City April 11 – 22, 2011.

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