



OFFICE OF THE MAYOR  
NEW YORK CITY COMMISSION FOR THE UNITED NATIONS,  
CONSULAR CORPS AND PROTOCOL  
2 United Nations Plaza, New York, New York 10017  
(212) 319-9300 • Fax (212) 319-3430

**INTERNSHIP PROGRAM**  
**LEGAL AFFAIRS**

**Organization Profile**

The New York City Commission for the United Nations, Consular Corps and Protocol is the City's primary liaison between the Office of the Mayor and the United Nations, 192 Permanent Missions, and 112 Consulates headquartered in New York City. As host to the world's largest diplomatic and consular community, the Commission handles a wide variety of issues such as: relations between the United Nations and the City of New York; criminal and civil incidents involving individuals possessing privileges and immunity; property questions pertaining to foreign government-owned buildings; diplomatic parking procedure; and inquiries from the diplomatic community about local law. For more information about the Legal Affairs branch of our office, please go to <http://www.nyc.gov/html/unccp/html/legal/main.shtml>

**Internship Description**

The Commission offers internships to law students interested in politics, government, and international affairs. Interns assist the Commission's staff in their daily activities, which include both legal and administrative projects. Daily tasks will likely include a blend of the following: drafting research memoranda, reviewing office and legal archives; attending diplomatic meetings and events; and assisting with general office management tasks. We expect interns to possess excellent research and writing abilities, in addition to having strong computer and organizational skills. As we represent the Office of the Mayor, top-notch communication skills are essential.

**Time Commitment**

This unpaid internship runs on the academic calendar, with separate programs for the fall, spring and summer semesters. During the fall and spring, only a part-time commitment is necessary. We require a full-time commitment from our interns for the summer program (Monday through Friday, 9am-5pm) for a minimum of 6 weeks.

**Contact**

New York City Commission for the United Nations, Consular Corps and Protocol  
Attention: Linda Wayner  
2 United Nations Plaza  
New York, NY 10017  
Fax: (212) 319-3430

**\*NO PHONE CALLS PLEASE**

**\*If interested, please send BOTH your résumé and cover letter to [unccp@cityhall.nyc.gov](mailto:unccp@cityhall.nyc.gov) with the subject heading "Legal Affairs Internship."**