



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** Deputy Mayor for Communications

**Address 1:** 253 Broadway | 7th Floor

**Address 2:** New York, NY 10007

**Contact:** Internship Program

**Email:** interns@cityhall.nyc.gov

**Phone:**

## **Agency Description**

The NYC Mayor's Office administers all city services, public property, most public agencies, and enforces all city, state, and federal laws within New York City. New York City's Mayor, Eric Adams is head of the executive branch of New York City's government. Mayor Adams has served the people of New York City as an NYPD officer, State Senator, and Brooklyn Borough President. The Adams' Administration is leading the fight to make New York City's economy stronger, reduce inequality, improve public safety, and build a stronger, healthier city that delivers for all New Yorkers. As an agency, we value fairness, helpfulness, transparency, leadership and build our teams around these values. For current job opportunities visit our [careers page](#).

## **Unit Description**

The Mayor's Office is comprised of over 50 business units; 42 of which are participating in the summer internship program. Within each unit, interns will have the chance to collaborate with staff and work on a range of projects. These projects may include conducting research, attending meetings, managing incoming inquiries, analyzing data, drafting briefings, staffing events, assisting with outreach, and supporting special

projects. Additionally, interns will engage in Speaker Series to learn more about the inner-workings of City government. These talks are held at historic City Hall, and guest speakers include Deputy Mayors, Commissioners, Program Directors, and other senior staff. Interns will also tour various Mayors' Office facilities across our city.

Lastly, interns will engage in a service project with NYC Service, a business unit focused on volunteerism and service in NYC. Interns will come together to develop a service project. The goal is to design and execute a project that will impact our most deserving communities and uplift New Yorkers in need. Previous projects have included Little League Ball Field Restoration, NYC Parks clean-up, Tree planting and Beach clean-up

**Position Title** Office of the Mayor Summer Intern

### **Internship Responsibilities**

In addition to monitoring news sites and social media in real-time and disseminating breaking stories, you will be:

- Transcribing the mayor's remarks for public release
- Compiling early morning or evening press clippings
- Creating reports on broadcast news coverage
- Searching for relevant stories in television broadcasts, radio, traditional media outlets, and community papers
- Additional research projects in support of short- and long-term communications needs

### **Qualifications/Special Skills/Area of Study**

- Recent post-graduate or current undergraduate student
- An interest in local politics and a passion for New York City
- Self-motivated to find the latest news
- Familiar with the New York City media landscape
- Strong written communication skills
- Ability to meet tight deadlines
- Flexible schedule, with ability to work weekends, late nights or early mornings
- Superior attention to detail

### **Application Process**

To Apply Select: [2024 Summer Internship Program Application](#)

**Salary Range** \$17 - \$18 per hour

Internship may be used to fulfill college credit requirement.

**Additional Information / Comments**

*Additional Information / Comments (Max characters 700)*

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