



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Deputy Mayor for Housing, Economic Development & Workforce

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Contact: Internship Program

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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

The Office is searching for a seeking a detail-oriented, highly organized motivated policy intern with experience/an interest in project planning and project management. The intern will assist in tracking the implementation of our initiatives, identifying weak points, analyzing data, and making recommendations to improve effectiveness and efficiency. This will be a valuable experience for any student pursuing a career in public policy, project management, communications or social sciences. The right candidate is a strategic thinker who is excited to see ideas come into action, is mission oriented, and loves working with dynamic teams. This role also not only necessitates working across several policy areas and government agencies but also using innovative thinking to identify streamlined ways of maintaining efficiency across these portfolios. The ideal candidate is an excellent communicator, both written and verbally, and a creative problem solver.

Responsibilities include but are not limited to:

- Support the Deputy Mayor's teams on a variety of initiatives across various policy areas like, but not excluded to:
 - Efforts to address the City's affordable housing crisis.
 - Department of City Planning Neighborhood Planning
 - Workforce Development/Office of Talent and Workforce Development's Employment Sprint
 - Cannabis Workforce/Entrepreneurship/Land Use/Financing
 - Women Forward NYC
- During your time, you'll work alongside our senior policy advisors to help implement promising policy ideas through to effective completion, while upholding the highest standards of quality.
- Support our project managers in the set up and execution of marketing campaigns, working closely with our media and brand marketing partners, along with other cross-functional teams.
- Help monitor initiatives, proactively evaluating and reporting progress and potential roadblocks.

- Work alongside the Senior Policy Analyst to ensure clear and frequent communication and organization throughout the Deputy Mayor’s Team’s weekly tasks.
- Flesh out a proactive communications strategy so we are marketing the work we do to New Yorkers directly.
- Learn how to identify areas of opportunity for process improvement and collaborate with project managers on potential solutions.

Qualifications/Special Skills/Area of Study

- Undergraduate junior, or senior or master’s degree student preferred.
 - An equivalent of four to eight years of work experience is also preferred, in the absence of a higher education degree.
- Background or strong interest in public policy and project management
- Strong organizational skills and attention to detail
- Outstanding research, analysis and writing skills.
- Excellent interpersonal and communication skills and can-do attitude
- Ability to manage multiple tasks simultaneously and problem-solve.
- Proficiency with Microsoft Office Suite
- College Student candidates must be an enrolled and registered student accumulating credits. Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

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)