



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** International Affairs

**Address 1:** 2 United Nations Plaza | 27th Floor

**Address 2:** New York, NY 10017

**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**

Interns assigned to the Mayor's Office for International Affairs are responsible for assisting staff in their day-to-day activities on a range of issues, including:

- Researching and drafting briefing memos for events, meetings, and prospective engagements;
- Conducting outreach to the international diplomatic and consular community and the wider NYC community on programs and events organized by the Office and other NYC agencies;
- Maintaining databases of information for Consulates General and Permanent Missions to the UN, media partners, and international businesses;
- Providing logistical support for events hosted by the Office;
- Supporting staff in meetings by taking notes and preparing readouts;
- Assisting with maintenance of the Office's website and social media channels;
- Assisting with media and communications campaigns, including graphic design, video editing, social media messaging, and digital photography;
- Providing clerical and other administrative support as necessary.

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

- be an undergraduate or graduate student; please note that 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;
- possess excellent speaking, writing, research and computer skills (including Microsoft Office;)
- have strong time/project management skills;
- be able to efficiently work collaboratively and with minimal guidance;
- be result/solution oriented;

- have a demonstrated interest in international affairs, public policy, and economic development.

### **Application Process**

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

**Salary Range** \$16 - \$17 per hour

Internship may be used to fulfill college credit requirement.

### **Additional Information / Comments**

*Additional Information / Comments (Max characters 700)*

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