



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Administrative Services | Human Resources

Address 1: 100 Gold Street | 2nd Floor

Address 2: New York, NY 10038

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

Under the direction of the Associate Director the HR Interns will work with the Human Resources Managers, Representatives, and other staff responsible for all HR tasks related to recruitment, employee engagement, training, personnel actions, onboarding and orientation, HR program strategy and special projects for Mayor's Office Units.

Responsibilities include but are not limited to:

- Support HR staff with the hiring process, including submitting job postings online, sending applications to Hiring Managers and participating in recruitment efforts
- Updating and entering data into HR systems and databases
- Compiling employee data and preparing spreadsheets and reports
- Drafting agency-wide communications including newsletters, emails and briefings
- Providing customer service to HR Staff and agency employees
- Planning and scheduling intern events and networking opportunities
- Create Social medial pages and develop best practices and engagement strategies
- Aiding with special projects
- Provide HR Staff with assistance as needed

Qualifications/Special Skills/Area of Study

- have an interest and enthusiasm for talent development and recruitment
- have excellent attention to detail and strong organization skills
- proficient in Microsoft Office Suite, including Excel
- have the ability to work independently and take initiative, when necessary
- have the ability to draft professional correspondence and communicate effectively

- College Student candidates must be an enrolled and registered student accumulating credits. 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)

nyc.gov/dcassip