



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Mayor's Office of Citywide Event Coordination and Management

Address 1: 253 Broadway | 6th Floor

Address 2: New York, NY 10007

Contact: *Internship Program*

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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 for CECM & SAPO would work to support both teams by assisting with projects to aid in essential office operations. Interns would assist the CECM events team with coordinating a variety of public events throughout the five boroughs. In addition to assisting the SAPO permitting team in the retrieval of applications, and organization of documentation to ensure events are properly permitted. The intern must possess strong communication, computer, and writing skills, and be able to work efficiently and independently on assigned projects and tasks. Responsibilities include but are not limited to:

Attending walkthroughs, meetings, conference calls, and event inspections (including some nights and weekends)

- Prepare documents and presentations for meetings and compose meeting minutes.
- Assist with the design and distribution of the CECM monthly external newsletters
- Assist with management of the CECM mailing list with thousands of subscribers, including sending notices to constituents who might experience event related disruptions.
- Assist with management of the CECM & SAPO public facing platforms including the CECM website, graphics, logos, signs, tickets, and the design of agency documents and presentations.
- Answer phones to assist permit applicants with questions.
- File permits and organize files to prepare for archival.
- Scan and upload document and permits to an internal database.
- Run permit searches in the CEMS and organize the excel reports.

Qualifications/Special Skills/Area of Study

- Must be a College Undergraduate
- 1-year minimum event experience or related coursework
- Relevant Skills to possesses event experience, team player, detail oriented, strong verbal, and written communication, organized, ability to work independently, understanding of Microsoft Word, Excel, and PowerPoint
- 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. Other relevant skills (communication skills, ability to work in multicultural environment, project planning)
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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)