



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** Chief of Staff

**Address 1:** *City Hall | Basement*

**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**

The intern in the Office of the Chief of Staff to the Mayor would support a diverse portfolio of strategic policy, management, and community relations work. The intern would work most closely with the Deputy Chiefs of Staff and Senior Advisors to the Mayor, enabling the intern to explore a variety of leadership styles and portfolios.

The ideal candidate would be a strong communicator and writer, with the ability to work independently and exercise good judgment in sensitive situations. They would have a "no job too small" mentality, engaging in simple and complex assignments with enthusiasm and diligence.

Responsibilities include but are not limited to:

- Research projects
- Writing memos
- Collecting and organizing information
- Creating spreadsheets and PowerPoint presentations
- Administrative support
- Events and meeting planning
- Note-taking and ensuring follow up in meetings

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

- Strong writing and communication skills
- Strong interpersonal and organization skills
- Flexibility to work on a variety of projects simultaneously
- Proficiency with Microsoft Outlook, Excel and PowerPoint (advanced analytics skills in Excel not required)
- 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.

**Application Process**

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

**Salary Range** \$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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