



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** Correspondence

**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**

The Correspondence intern can expect to gain expansive knowledge about the inner workings of City government. The intern will be exposed to the protocols, standards, and jurisdictional boundaries of the Mayor's Office and how they apply to City agencies.

Responsibilities include but are not limited to:

- Helping draft responses to letters received from constituents
- Routing letters to City agencies for handling
- Ensuring follow-up on constituent mail
- Archiving digital and hard copy records
- Logging Mayoral gifts

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

- The intern should have strong written, analytical, and verbal communication skills, the ability to work independently and a desire to learn about government and community issues.
- 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.
- High School Student candidates must be an enrolled and registered at a High School.

### **Application Process**

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

**Salary Range** \$16 - \$18 per hour

Internship may be used to fulfill college credit requirement.

**Additional Information / Comments**

*Additional Information / Comments (Max characters 700)*

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