



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Deputy Mayor for Health & Human Services

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Contact: Internship Program

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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

Working in the NYC Mayor's Office at City Hall within the Office of the Deputy Mayor for Health and Human Services and under the direction of the Deputy Mayor's executive staff and other senior-level staffers, the Summer Intern for the Health & Human Services will assist the team with agency management of a portfolio of 9 of the City's health and human services agencies; assist with project management for special projects (such as improving maternal health and chronic disease prevention, improving access to social services and benefits, reducing family homelessness, among others); draft event prep material, quotes, and remarks for the Deputy Mayor; and perform general and central support tasks to ensure the office runs smoothly.

Responsibilities include but are not limited to:

- Project management: assist staff members with coordinating high-priority, interagency workstreams across the portfolio, such as chronic disease prevention and improving maternal health; improving mental health for young people; and reducing homelessness among families. Responsibilities may include liaising with other agencies to track updates on progress, convening workgroups, elevating issues/roadblocks, and presenting on progress to the Deputy Mayor and team
- Agency management: support team members who serve as liaisons between the agencies and the Office of the Deputy Mayor to monitor projects; review policy proposals, budgets, and public reporting; resolve roadblocks; and report up to the Deputy Mayor as necessary
- Research and analysis: assist other staff members in performing qualitative and quantitative research in connection with policy proposals, cross-agency projects, and broader health and human services sector analysis. Write memoranda with recommendations from research and elevate as necessary to Deputy Mayor team

- Support the Deputy Mayor’s public communication: prepare materials for press announcements, speeches, media quotes, op-eds, and other engagements, in coordination with the Mayor’s Communications/Press Office
- General and central support: provide administrative support and coordination, including preparation of correspondence and briefing memoranda, attending/reviewing events on behalf of the Deputy Mayor’s team, including hearings, community events; background research and information, and meeting planning and assistance

Qualifications/Special Skills/Area of Study

- Undergraduate or graduate level
- Excellent organization, time management, and follow-up skills, especially when managing multiple projects and priorities at once
- Excellent interpersonal and communication skills (verbal and written)
- Must be a self-starter and entrepreneurial in nature
- Must be a team-player and assist with projects as required
- Skilled in Microsoft Office applications, especially Excel and Outlook
- Research and/or analytical experience a plus
- Interest in public health, mental health. Social services a plus
- 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.

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)