2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Deputy Mayor for Operations

Address 1: *253 Broadway | 9th Floor*

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 Office of the Deputy Mayor for Operations seeks a talented graduate intern to provide analytical, research, and project management support for the team. Tasks may include interacting with Senior Advisors to track relevant implementation plans and program needs; reviewing relevant data, studies, and reports produced by subject-matter experts and summarizing for an executive level; producing position memos and fact sheets to support executive decision-making; and supporting public affairs efforts, including drafting talking points, media pitches and other public-facing materials. The ideal candidate is eager to work in local government, thrives in a fast-paced environment, has some understanding of NYC politics, and is interested to learn more about how New York City operates.

One position will be available supporting both the infrastructure and public realm teams.

Responsibilities include but are not limited to:

- Project manage team initiatives and assist with scheduling stakeholder meetings
- Provide qualitative and quantitative research on local, state, and federal policies within the portfolio
- Attend meetings with City agency staff and provide notes and next steps
- Prepare organized materials for the Deputy Mayor and senior staff, including drafting memos, remarks, presentations, and correspondence

Qualifications/Special Skills/Area of Study

- Enrolled in a MPA, MPP, MUP, or similar degree program
- Ability to work independently and within a fast-paced environment
- Ability to thrive in a collaborative and supportive team environment
- Excellent organization and time management skills

- Research and/or analytical experience a plus
- Excellent interpersonal and communication skills (verbal and written)
- Proficient in Microsoft Office applications, especially PowerPoint

Application Process

To Apply Select: 2024 Summer Internship Program Application

Salary Range $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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