



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Deputy Mayor for Public Safety

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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

An intern at the Office of Public Safety will be responsible for performing the following duties and responsibilities that include but are not limited to:

- Conduct in-depth research on a diverse array of public safety topics, including crime prevention strategies, emergency preparedness measures, and legislative developments, to inform policy recommendations and program enhancements.
- Prepare briefing documents and memorandums summarizing meetings and/or documentation received by the Office of Public Safety
- Participate in brainstorming sessions to create or establish efficiencies and improvements in public safety throughout the City of New York
- Reach out to, liaise, and interact with public safety agencies as needed
- Represent the Office of Public safety at various meetings and events
- Other duties as assigned

Qualifications/Special Skills/Area of Study

- Educational requirements - college and graduate students, with a preference for those studying criminal justice, political science, public administration, law, emergency management, or a related discipline.
- Preference, but not required, demonstrated interest in public safety issues through coursework, volunteer work, or previous internships.
- Exceptional research and analytical skills, with the ability to gather, interpret, and present information effectively.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and priorities effectively.
- Years of experience in field – N/A
- Other relevant skills- strong written and communication skills, proficient using MS Word, Excel and PowerPoint is preferred.
- 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

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