



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Mayor's Office of Intergovernmental Affairs

Address 1: 253 Broadway | 9th Floor

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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

Intern duties and responsibilities:

- Research and reporting on local issues and legislation-related events
- Database management
- Help prepare and produce meeting materials
- Tracking and coordination of Team weekly updates and assignments from the CoS and Director.
- Drafting summaries and memoranda on assigned topics
- Interfacing with City agencies
- Assisting the office with administrative functions and other functions as needed.

Qualifications/Special Skills/Area of Study

- Friendly, outgoing, public service-oriented junior or senior in college or higher ed preferred
- Comfortable with email, phone, and in-person communication
- Must be proficient in MS suite. Ability to work in MS Excel is a requirement
- Strong proofreading, spelling, and written and oral communication skills
- Attention to detail and timely follow-up on projects involving multiple stakeholders
- Ability to thrive in a collaborative environment
- Prior volunteer experience with policy or legislative research is a plus.
- Must be available some nights and weekends as needed for IGA Staffing-related events

- 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)

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