



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** Deputy Mayor for Strategic Initiatives

**Address 1:** *City Hall | Basement*

**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 administrative intern will provide support to the Office of the Deputy Mayor for Strategic Initiatives including answering phone calls, escorting visitors and will be responsible to help with coordinating and confirming all logistical details of the Deputy Mayor's day-to-day schedule. Using careful discretion, this individual will also help to vet and properly route incoming requests from Agency staff, constituents, City partners, and outside stakeholders.

Responsibilities include but are not limited to:

- Help manage the Deputy Mayor 's workflow and priorities by handling calendar and scheduling requests.
- Coordinate the Deputy Mayor's speaking engagements and public appearances, including preparation of briefing materials, talking points and presentations
- Collect and assemble the contents of the Deputy Mayor's nightly briefing books - briefings, memos, clips, quotes for approval, correspondence - in hard copy and e-copy, in coordination with team members and other departments.
- Assist Special Assistant execute special projects that involve multiple agencies and Mayor's Offices.
- Execute and oversee daily administrative activities of Office of the Deputy Mayor for Strategic Initiatives.
- Managing electronic correspondence directed to the Deputy Mayor and the office, as well as in preparing draft replies to correspondence and organizing and prioritizing all electronic and regular mail correspondence.

Perform other related duties and tasks as needed.

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

- You have working knowledge of Microsoft Office
- You are a great communicator (both written and verbally)

- You're self-aware, resilient and thrive in opportunities when learning new things.
- You have great organizational skills, pay close attention to detail, and have an ability to complete competing priorities efficiently.
- And you must maintain confidentiality and use outstanding judgement on a daily basis.
- 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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