



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** Mayor's Office of Intergovernmental Affairs | Office of Federal Affairs

**Address 1:** 253 Broadway | 8th Floor

**Address 2:** New York, NY 10007

**Contact:** *Internship Program*

**Email:** [interns@cityhall.nyc.gov](mailto: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 Child Care seeks an innovative, resourceful individual to serve as a Summer Intern. The selected candidate will support agencywide workforce management projects and initiatives for the office.

Reporting to the Deputy Director for the Office, responsibilities include but are not limited to:

- Developing a dashboard to track key performance indicators related to established child care and early childhood education strategies
- Updating and streamlining the content of the Office's website to create a more family/human-centered designed user experience
- Help with creating Project Management tools
- Support the implementation of a multi-agency data sharing agreement
- Analyze and create visualizations of operational data and identify opportunities to create and deliver instructional materials
- Support the implementation of strategic initiatives for the Office
- Working closely with the Senior Project Manager for Data Management

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

- Excellent Communication skills, particularly writing and presenting of analysis
- Experience working with digital products
- Collaborative and flexible
- Some experience with collecting and analyzing data
- Detail oriented and focused on results.
- Proficiency with computer-based tools such as Microsoft Excel, PowerPoint
- Must be able to work with independent initiative and minimal supervision.

- 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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