



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Gracie Mansion

Address 1: *East End Ave at 88th Street*

Address 2: *New York, NY 10128*

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 Gracie Mansion Operations and Events Intern is a temporary, summer position sourced through the NYC Mayor's Office Internship Program and located at Gracie Mansion. The purpose of the Gracie Mansion role is to provide an opportunity for the successful candidate to immerse themselves in event operations and strategic planning in support of the Administration's community outreach programmatic initiatives.

Responsibilities include but are not limited to:

- Initiative Management – In coordination with appropriate City agencies and team members, help oversee transactions, operations, and policy initiatives to ensure that goals and timelines are met.
- Asset and Property Management – Drive the scheduling of repairs and upkeep for the historic structure that is Gracie Mansion and its grounds.
- Internal/External Stakeholder Communication – Act as a liaison and contact with key vendors to communicate on behalf of Gracie Mansion on invoice verification and certification.
- Interagency Coordination – Coordinate with agencies, boards, commissions, and organizations relevant to event planning and operations to drive implementation of initiatives, meet project goals and timelines, and review agency and interagency production needs.

Qualifications/Special Skills/Area of Study

- You have an enthusiastic, positive "can-do" demeanor and professionalism
- You are familiar with data entry and have a willingness to learn new systems
- You can work a flexible schedule

- You have administrative skills with and ability to compile information and create PowerPoint presentations, excel spreadsheets, and other information as needed
- You can learn and follow Mayor's Office and Gracie Mansion protocols for all meetings and events (briefings, security protocols, Principal management)
- 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 per hour

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Additional Information / Comments (Max characters 700)

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