



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** Mayor's Office of Community Mental Health

**Address 1:** 253 Broadway | 5th Floor

**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**

You will support the Strategic Initiatives team in leading the NYC Behavioral Health Workforce Development Working Group:

- Draft a report analyzing qualitative data, summarizing key findings and recommendations from the Listening & Feedback Tour conducted with peer specialists and community health workers.
- Develop accompanying communications materials for diverse public audiences.
- Assist in the rollout of our implementation plan based on the priorities identified by key stakeholders.
- Attend Community Engagement Committee meetings, take comprehensive notes, capturing discussions, decisions, and action items.
- Develop meeting agendas and materials, ensuring timely distribution to committee members.
- Support the creation of a mental health toolkit for faith leaders.
- Support the Strategic Initiatives team in administrative tasks related to contracting, budget and procurement.
- Support the Strategic Initiatives team on other projects as needed.

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

- Master's Level student in public policy, public administration, public health, social work, mental health, psychology, or a related field.
  - College Student candidates must be 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** \$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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