



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Mayor's Office of Climate & Environmental Justice

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Contact: Internship Program

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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

This highly motivated candidate will provide policy, planning and operational support across the various MOCEJ teams and will specifically help to research, organize, and analyze information and data; design policy solutions to make our lived environment and infrastructure climate-ready; and develop written presentations and other external facing communications. This intern will also help with the production of visually engaging deliverables and with the execution and implementation of various climate plans, reports, and events. The ideal candidate has strong outreach, research, written, and verbal communication and graphic design skills; has experience in project management and climate, environmental, and/or equity policy; and is eager to expand their knowledge and skillset.

Responsibilities include but are not limited to:

- Provide research, writing, project management, agency coordination, and public engagement support.
- Organize and support various work streams and projects from start to finish to ensure tasks are completed, objectives are achieved, and timelines are met.
- Assist with the development of high-quality presentations, memoranda, briefings, or other materials to effectively communicate project status, recommendations, and/or findings to various audiences.
- Plan, coordinate, and execute meetings, events, roundtables, and public-private dialogues.
- Actively contribute to strategy and brainstorming sessions and team building activities. Staff principals at public events as needed.
- Schedule, attend, and take notes during meetings; track action items; help to manage follow-ups; liaise with City agencies and organizations.
- Actively contribute to strategy and brainstorming sessions and team building activities. Support special projects and other related tasks that may be assigned.

- Bring diversity, equity, and inclusion lens to the work.

Qualifications/Special Skills/Area of Study

- Experience and interest in policy, communications, environmental or social sciences, or a related field
- Ability to manage complex processes with strong attention to detail
- Impeccable writing, communication, and graphic design skills
- Interest in, and willingness to learn about, City processes and regulations
- Experience collaborating and working with teams
- All candidates must be an enrolled and registered student accumulating credits. Matriculation must be 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)