



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** Mayor's Office of Minority and Women-owned Business Enterprises

**Address 1:** 253 Broadway | 4th 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**

The Mayor's Office of Minority- and Women-Owned Business Enterprises (OM/WBE) is seeking an intern to assist with planning, coordinating, and implementing special projects and initiatives meant to improve the effectiveness and accessibility of the City's M/WBE programs. Due to OM/WBE's cross-functional structure, the Intern will support the work of various units within the Office.

Duties include, but are not limited to:

- Excellent communication, writing, research, analytical, organizational, interpersonal, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, pay close attention to detail, prioritize tasks, work independently and under pressure to meet specific deadlines.
- Provide support for various Mayoral commitments and other OM/WBE initiatives.
- Schedule and attend meetings, maintain accurate and comprehensive records of key meetings, project milestones, deadlines, and other factors.
- Support the development, planning, and execution of events and various initiatives aimed at increasing M/WBE accessibility and inclusion in City procurement.
- Provide overall team support including drafting reports and memos, creating PowerPoint presentations, creating surveys, reviewing key performance indicators, and staffing events.
- Help manage and triage incoming constituent and agency inquiries across the OM/WBE team.

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

- Excellent communication and writing skills
- Detailed-oriented with the ability to multi-task and stay organized
- Ability to manage time sensitive needs and prioritize tasks as needed.
- Ability to work with some level of independence and meet specified deadlines

- Experience with Office 365, including Excel, Word, PowerPoint
- Experience working collaboratively in groups and facilitating projects from beginning to end
- Experience with data analysis (a plus)
- 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** \$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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