



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: NYC Service

Address 1: 253 Broadway | 8th Floor

Address 2: New York, NY 10007

Contact: Internship Program

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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 National Service Programs Operations Intern will report to the National Service Operations Director while also working closely with the National Service team to support the implementation of the team's service efforts, particularly as they relate to key projects/initiatives:

- (1) Recruiting and Onboarding 200+ NYC Service AmeriCorps Members
- (2) AmeriCorps Member and Host Site Partners Data Collection and Analysis
- (3) Other training for AmeriCorps Host Site Partners

As needed, the intern will also support internal administrative and compliance efforts, database management, and other NYC Service administrative tasks. The National Service Programs Operations Intern may also be asked to staff special projects, events, and AmeriCorps days of service during their internship.

Responsibilities include but are not limited to the following:

Program Operations, Member Recruitment, and Onboarding

- Support the close-out of the 2023-2024 program, including ensuring all AmeriCorps member files are complete and up to date. Page 2 of 3
- Analyze, visualize, and interpret End-of-Year Survey data from AmeriCorps members and host site supervisors for the 2023-2024 program year, and highlight trends observed.
- Assist with screening submitted applications for the 4 NYC Service AmeriCorps programs.
- Support the creation and distribution of applicant and member email communications.
- Support the development and distribution of the 2024-2025 Pre-Survey for incoming AmeriCorps members and host site partners.
- Update and create monthly report and timesheet templates for AmeriCorps members and host site partners.

- Support the collection, filing, and storage of AmeriCorps member documents, including digitizing records and updating contacts.
- Complete additional data entry and analysis projects as needed, including an analysis of the AmeriCorps member onboarding processes – from application to acceptance.
- Provide logistical support during National Service Programs team and office events.
- Represent NYC Service at select events and support NYC Service all-staff events, as needed.

Qualifications/Special Skills/Area of Study

- Customer Service
- Data Analysis and Visualization
- Written Communication
- Project Coordination
- Self-starter
- Microsoft Office (Word, Outlook, PowerPoint, etc.)
- Public Speaking
- Meeting Facilitation
- College Student candidates must be enrolled and registered students accumulating credits. Matriculation at an accredited college or graduate school. Employment is conditioned upon continuing as a college or graduate school student.

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)