



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** Office of Food Policy

**Address 1:** 253 Broadway | 10th 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**

This dynamic role within MOFP centers on expanding on plant-powered initiatives, engaging with partners, and conducting research at the intersection of food, climate, and health. The ideal candidate should have strong communication, analytical, and research skills, as well as adaptability to a fast-paced team environment, with responsibilities encompassing legislative engagement, special project design and execution, and administrative tasks to support the MOFP team. The position welcomes proactive individuals with a keen interest in food policy and systems.

Responsibilities include but are not limited to:

- Expand the NYC Plant-Powered Carbon Challenge by engaging prospective private sector partners, creating presentations for meetings, and conducting relevant research to support the campaign.
- Research policies and programs to bolster an array of initiatives, including developing strategic recommendations for upcoming federal legislation.
- Build profiles for key NYC Councilmembers and State Representatives on committees relevant to food policy/health/agriculture, organize legislation introduced/supported, and attend meetings with their staff and bring readouts back to share with the MOFP team.
- Assist with high-level and time-sensitive MOFP operations, such as the management of budgets and contracts, including overseeing the process by which City contracts are created, registered, and monitored. Help ensure prompt turnaround of invoices for accounts payable.
- Attend virtual and in-person meetings and events, with both internal and external stakeholders. Ensure meticulous notetaking and, when necessary, prompt completion of briefing forms for meetings and events thereafter.
- Compose emails on behalf of the Deputy Director to respond to a diverse array of inquiries, with an ability to tailor the tone and level of detail for the appropriate context.

- Provide general support to the MOFP team, assisting in daily office needs and general administrative activities, including making travel and meeting arrangements, preparing and updating reports, agendas, contact databases, and maintaining other MOFP systems.
- Other duties as assigned.

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

- Excellent writing, communication, and research skills.
- Demonstrates strong analytical skills, a meticulous attention to detail, and an ability to synthesize information quickly and effectively.
- Exhibits a collaborative spirit and adaptability to function well within a fast-paced team environment.
- Proactive and enthusiastic, showcasing a desire for self-directed initiatives, as ample opportunities for independent work will be available.
- Student candidates must be enrolled and registered students accumulating credits. Employment is conditioned upon continuance as a student in college or graduate school. Recent graduates must have graduated within two years of the start date of the internship to be considered.
- A strong interest in food policy and food systems is preferred.

### **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)*