



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** Office of Immigrant Affairs

**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**

MOIA seeks a Community Outreach intern with some experience in outreach, constituent service, community organizing, and/or working with impacted immigrant communities. The intern will support the Community Liaisons in developing deep relationships with grassroots leaders and community members across various sectors and levels, including community-based organizations, schools, religious institutions, hospitals, and libraries.

The intern will be joining a close-knit, highly supportive team. On average, Community Liaisons spend 75% of their time in their assigned field placement and 25% of their time in the office, and the interns will follow a similar schedule, as much of the job is outreach in the field.

Responsibilities include but are not limited to:

- Support Community Liaisons at outreach events/community events (tabling, remote sites, KYR engagements) to provide information and resources.
- Contribute to rapid response work, such as participating in last minute engagements such as rallies, vigils, and press conferences.
- Identify and develop relationships with community partners and community-based organizations.
- Assist Community Liaisons in making IDNYC appointments and renewals for constituents.

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

- Extroverted and eager personality, as there must be a willingness to speak with hundreds of constituents at events.
- Excellent communication skills: ability to communicate professionally, both verbally and in writing.
- Comfort with public speaking on a regular basis.
- Serve as liaison between MOIA programs for referral follow up, e.g., ActionNYC appointments, NYC Care, IDNYC, 311 and others as needed.
- Ability to work in multicultural environment.
- Attention to detail and timeliness.
- College Student candidates must be enrolled and registered students 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** \$17 - \$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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