



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Mayor's Office

**Division:** Office of Operations

**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**

The intern will serve as technical and analytical support to the PM, PMR and DMA Teams. The intern may also be responsible for one or more discrete projects and be expected to manage the project(s) to completion. As PM, PMR and DMA Teams manage a portfolio of initiatives spanning all City agencies, we will work with the intern to find projects geared towards their academic interests and professional goals. Interns will have the opportunity to take part in any professional development sessions offered during their time in the role.

Specific responsibilities of the internship include, but are not limited to:

- Providing assistance to team members, including in quantitative and qualitative analysis, policy research and analysis, evaluation of best practices, and the identification and assessment of operational improvement opportunities at different agencies.
- Providing project management assistance, including developing and maintaining project plans and other documents, managing and coordinating project workstreams, reviewing agency and interagency work products, and ensuring efficient progress on implementation.
- Assist with facilitating effective meetings, including setting agendas, taking notes, and identifying action items.
- Help manage, support, and improve the City's existing systems for data collection and public reporting of information on the performance of City agencies in delivering services.
- Conduct, support, and coordinate research on performance indicators, agency-specific, initiative related, and cross-agency/citywide.
- Support Operations staff on select engagements with City agencies to improve performance outcomes, streamline business processes and/or implement operational best practices.
- Research trends and best practices in data-driven performance management, data visualization and operational dashboards.

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

- Familiarity with urban issues, especially New York City government and current city affairs/politics
- Familiarity with New York City's operational agencies; willingness to learn about NYC operational agencies
- Ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems
- Flexibility, multi-tasking capability, and enthusiastic work ethic
- Strong written, verbal, and interpersonal communication skills
- Strong research and analytical skills, with the ability to evaluate academic literature and policy research findings.
- Some knowledge of MS Office (i.e. Microsoft Word, Excel, PowerPoint, MS Project) and internet research
- 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)*