



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Office of Special Projects & Community Events

Address 1: 253 Broadway | 7th 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

Under the direction of the Event Managers and the Director of Events, the Special Events Intern will observe and assist with various projects assigned by the Mayor's Office of Special Projects and Community Events. The Special Events Intern will assist with the planning and coordination of events, including onsite set-up and break-down.

Responsibilities include but are not limited to:

- Support Event Managers and Event Coordinators with administrative tasks in preparation for events hosted by the Mayor at Gracie Mansion or other event venues throughout New York City.
- Support Executive Director and External Affairs Staff with administrative tasks related to MOSPCE engagement with internal city-wide agencies and event stakeholders or external partners and sponsors for events.
- Assist with answering phones, tracking RSVPs, and responding to guest requests via email.
- Assist with the development and maintenance of guest lists, event logistics and RSVP reports.
- Provide onsite event execution by being staffed in various event roles as necessary.
- Assist with post-event follow-up, such as recording final attendees in event database and uploading photos from the event.
- Assist with budgeting and fiscal needs related to events.
- Other assignments as needed.

Qualifications/Special Skills/Area of Study

College student candidates must be an enrolled and registered student accumulating credits.

- Matriculation at an accredited college. Employment is conditioned upon continuance as a student in a college.
- Strong interpersonal, verbal (including by phone) and written communication skills. Basic computer processing skills, including Microsoft Office and Internet; HTML and Design experience a plus.
- Interest in event planning/management, communications, marketing, customer service, data entry, politics, research, and government
- Ability to work in a multicultural and diverse environment
- Summer events include summits, conferences, and receptions celebrating Caribbean Heritage and Dominican Heritage.
- Available to work events in evenings and on weekends, as needed.

Application Process

To Apply Select: [2024 Summer Internship Program Application](#)

Salary Range \$17 per hour

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Additional Information / Comments (Max characters 700)