



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Chief Advisor

Address 1: City Hall | 1st 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 office is seeking an administrative intern to coordinate daily operations with the team and the willingness to learn how the office and team members function in all areas. The ideal candidate would be a good communicator and writer, with the ability to work independently and exercise good judgment in sensitive situations. They would have a "no job too small" mentality, engaging in simple and complex assignments with enthusiasm and diligence.

Responsibilities include but are not limited to:

- Administrative support
- Attending Events and meeting planning.
- Note-taking and ensuring follow-up in meetings.
- Creating spreadsheets and PowerPoint presentations.
- Managing a portfolio for the team, i.e., transportation, travel, scheduling, or correspondence.

Qualifications/Special Skills/Area of Study

- High School or Undergraduate.
- Good writing and communications skills.
- Intermediary interpersonal and organization skills.
- Flexibility to work on a variety of projects simultaneously.
- Experience with Microsoft Outlook, Excel, and PowerPoint (advanced analytics skills in Excel not required).
- College Student candidates must be enrolled and registered student accumulating credits. Employment is conditioned upon continuance at a college.
- High School Student candidates must be enrolled and registered at a High School.

Application Process

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

Salary Range \$16 - \$17 per hour

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

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