



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Senior Advisor to the Mayor & Director of Asian Affairs

Address 1: City Hall | Bullpen

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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 assist the Director of Asian Affairs on routine office duties, events and projects of AAPI communities. The intern will be a part of Asian Affairs team organizing or participating community events, with opportunities to work with other departments of the Mayor's Office on relevant projects. The intern will gain deep understanding about AAPI communities of New York City throughout the internship. Therefore, the ideal candidate should have good communications skills as well as being organized and detail oriented.

Responsibilities include but are not limited to:

- Routine office duties, phone calls, communications and weekly meetings
- Assist scheduling meetings, gather supportive documents and taking meeting minutes.
- Assist communications with other departments and/or outside community partners as needed.
- Assist in event planning for community events; staffing information tables when needed.
- Research on topics relevant to AAPI communities and summarize information, as assigned.
- Occasionally attending events or meetings hosted in the communities.

Qualifications/Special Skills/Area of Study

- Educational requirements (if applicable): Undergraduate or graduate student
- Years of experience in field: relevant experiences of community service or student activities will be helpful.
- Other relevant skills (communication skills, ability to work in multicultural environment, project planning) The candidate should have passion in public service, have good oral and written communication skills as well as ability to work

in multicultural environment. The candidate should be able to use Microsoft office software, virtual meeting tools and project management skills. Knowledge or involvement with AAPI communities of New York City is preferred. Proficiency in one or more major Asian languages, e.g., Chinese Mandarin, Chinese Cantonese, Korean, Hindi is definitely helpful.

- College Student candidates must be an enrolled and registered student 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 \$16 - \$18 per hour

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

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