



INTERNATIONAL AFFAIRS

Position Title: General Intern

Job ID Number: 48003

Education Level: Undergrad, Graduate

The Mayor's Office for *International Affairs* is seeking an Intern who will be responsible for assisting staff in their day-to-day activities on a range of international and diplomatic issues.

The Agency You'll Join:

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](#).

The Team You'll Work With:

The Mayor's Office for International Affairs serves as the liaison between the City and New York City's international community, which includes 193 Permanent Missions, 116 Consulates, over 70 Trade Commissions, and the headquarters of the United Nations. The Office functions as a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers and share best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community and New York City's agencies and local neighborhoods.

The Problems You'll Solve

Interns assigned to the Mayor's Office for International Affairs are responsible for assisting staff in their day-to-day activities on a range of issues, including:

- Researching and drafting briefing memos for events, meetings, and prospective engagements;
- Conducting outreach to the international diplomatic and consular community and the wider NYC community on programs and events organized by the Office and other NYC agencies;
- Maintaining databases of information for Consulates General and Permanent Missions to the UN, media partners, and international businesses;
- Providing logistical support for events hosted by the Office;
- Supporting staff in meetings by taking notes and preparing readouts;
- Assisting with maintenance of the Office's website and social media channels;
- Assisting with media and communications campaigns, including graphic design, video editing, social media messaging, and digital photography;

- Providing clerical and other administrative support as necessary.

About You

Interns must:

- be an undergraduate or graduate student; please note that 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;
- possess excellent speaking, writing, research and computer skills (including Microsoft Office;)
- have strong time/project management skills;
- be able to efficiently work collaboratively and with minimal guidance;
- be result/solution oriented;
- have a demonstrated interest in international affairs, public policy, and economic development.

Salary

Undergraduate College Students: \$16 per hour

Graduate Students: \$17 per hour

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

Equal Opportunity | Diversity Equity & Inclusion Statement

The Office of the Mayor is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcome to apply.

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by EEO at EEO@cityhall.nyc.gov.

New York City Residency Is Required Within 90 Days of Appointment