



Mayor's Office of Criminal Justice

Position Title: Communications Intern
Job ID Number: 46022
Education Level: Undergrad, Graduate

The Mayor's Office of Criminal Justice is seeking an undergraduate or graduate with an interest in and/or academic focus on criminal justice and/or communications to serve as a summer 2023 intern with the Communications unit at MOCJ.

About the Office:

The Mayor's Office of Criminal Justice advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety.

About the Role:

The Communications unit oversees external and internal communications, public relations and events, brand identity, and communications/marketing strategy for MOCJ. The intern will be assisting the Communications team with efforts across press, internal and external communications,

Responsibilities include but are not limited to:

- Monitor industry news on daily basis.
- Conducts research and compiles reports/briefs pertaining to community engagement, legislative priorities, digital communication strategies and office operations.
- Performs administrative duties as needed such as: making copies, scheduling appointments, acting as an assistant for staff at meetings.
- Assist with drafting and proof-reading communications material.
- Perform miscellaneous job-related duties as assigned.

Qualifications:

- Strong communication and analytic skills, including writing ability.
- Proficient with Microsoft Word, Excel, Outlook, and PowerPoint
- 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.

Salary:

Undergraduate College Students: \$15.75 per hour

Graduate Students: \$17 per hour

To Apply Select: [2023 Summer Internship Program Application](#)

Applicants can select and apply to a maximum of three (3) positions within the application. A completed application includes:

- Most recent resume
- Cover letter
- One (1) essay question
- All required fields completed

The Office of the Mayor and the City of New York are equal employment opportunity employers.

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 welcomed to apply.

For current job opportunities in the NYC Mayor’s Office visit the [Mayor’s Office Job’s Page](#)

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 contacting Human Resources at HR@cityhall.nyc.gov.