



Mayor's Office for People with Disabilities

Position Title: MOPD Intern
Job ID Number: 46025
Education Level: Undergrad, Graduate

The Mayor's Office for People with Disabilities is seeking an Intern to work with MOPD staff to receive on-the-job training and experience.

About the Office:

The Mayor's Office for People with Disabilities (MOPD), works to ensure that New Yorkers with disabilities lead happy, healthy and productive lives. Dedicated staff at MOPD work hard every day to make New York City the most accessible city in the world. MOPD works hand-in-hand with governmental and non-governmental partners to make sure that the voice of the disabled community is represented and that city programs and policies address the needs of people with disabilities.

About the Role:

Responsibilities include but are not limited to:

- Provides entry- to intermediate-level professional services, under supervision of MOPD staff, as appropriate to the day-to-day operating objectives of the unit.
- Undertakes and/or participates in projects and programs designed to develop professional skills and expertise appropriate to the needs of MOPD.
- Participates in the planning and implementation of projects and initiatives related to serving people with disabilities in NYC.
- Interacts directly with colleagues, and/or external constituencies in the planning of assignments and the resolution of day-to-day operational problems.
- Receives guidance, training, and mentoring from professional personnel in planning and carrying out activities and assignments.
- As appropriate to the position and as specified by unit management, conducts original research, and prepares reports based on findings, to include recommendations or alternative proposals for action.
- May provide day-to-day guidance and support to student employees and/or interns within area of specialty.
- May undertake related studies or enrichment programs as appropriate to the specific objectives of the operating unit.
- Performs miscellaneous job-related duties as assigned.

Qualifications:

- Educational requirements: Current undergraduate, or graduate student
- No experience necessary, but interest in disability rights preferred

- Excellent communication and writing skills
- 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.