



NYC Mayor's Office for International Affairs

Position Title: General Intern

Intern Job ID: 46024

Education Level: Undergraduate and Graduate Students

The Mayor's Office for International Affairs offers internships to exceptional students interested in government, international affairs, strategic communications, media relations, policy, law, and economic development.

About the Office:

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.

About the Role:

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.

Qualifications:

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.

Time Commitment and Requirements:

- During the summer, we require a full-time commitment from our interns at a maximum of 35 hours per week during regular business hours (9:00 am and 5:00 pm.)

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.