



Deputy Mayor for Economic and Workforce Development

Position Title: Policy Intern
Job ID Number: 46009
Education Level: Undergrad, Graduate

The Office of the *Deputy Mayor for Economic and Workforce Development* is seeking a public policy intern with interest in policy implementation in the realm of economic and workforce development and is a current undergraduate/graduate student or has equivalent experience in the workforce.

About the Office:

The Deputy Mayor of Economic and Workforce Development is charged with spearheading the Administration's efforts to rebuild and strengthen the City's economy, invest in emerging industries, bolster small business, connect New Yorkers to family-sustaining jobs and expand access to arts and culture. As the Mayor's top economic official, the Deputy Mayor oversees City Agencies that pertain to economic development, workforce expansion, the creative economy, manufacturing, and land use. In the first year of this administration, the Deputy Mayor, the agencies, and her team created and began to implement several initiatives targeted to stimulate the recovery of the city's economy in a means that is inclusive and equitable for all New Yorkers. From delivering the \$75M Small Business Opportunity to launching Governors Island Arts to establishing the first BA in Game Design with the CUNY system, the office oversees a wide array of innovative policy ideas and their implementation for the widespread, inclusive, and future-focused growth of the city.

About the Role:

The Office of the Mayor is searching for a seeking a detail-oriented, highly organized motivated policy intern with experience/an interest in project planning and project management. The intern will assist in tracking the implementation of our initiatives, identifying weak points, analyzing data, and making recommendations to improve effectiveness and efficiency. This will be a valuable experience for any student pursuing a career in public policy, project management, communications or social sciences. The right candidate is a strategic thinker who is excited to see ideas come into action, is mission oriented, and loves working with dynamic teams.

This role also necessitates not only working across several policy areas and government agencies but also using innovative thinking to identify streamlined ways of maintaining efficiency across these portfolios. The ideal candidate is an excellent communicator, both written and verbally, and a creative problem solver.

Responsibilities include but are not limited to:

- Support the Deputy Mayor's teams on a variety of initiatives across various policy areas like, but not excluded to:
 - Department of City Planning Neighborhood Planning
 - Governor's Island Climate Center

- “New” New York’s Implementation
- Film Workforce Development
- Tourism Research Support
- Office of Talent and Workforce Development’s Apprenticeship Program
- Cannabis Workforce/Entrepreneurship/Land Use/Financing
- During your time, you’ll work alongside our senior policy advisors to help build out promising policy ideas through to effective completion, while upholding the highest standards of quality
- Support our project managers in the set up and execution of marketing campaigns, working closely with our media and brand marketing partners, along with other cross-functional teams
- Help monitor initiatives, proactively evaluating and reporting progress and potential roadblocks
- Work alongside the Senior Policy Analyst to ensure clear and frequent communication and organization throughout the Deputy Mayor’s Team’s weekly tasks
- Flesh out a proactive communications strategy so we are marketing the work we do to New Yorkers directly
- Learn how to identify areas of opportunity for process improvement and collaborate with project managers on potential solutions

Qualifications:

- Undergraduate sophomore, junior, or senior or master’s degree student preferred
- Background or strong interest in public policy and project management
- Strong organizational skills and attention to detail
- Outstanding research, analysis and writing skills
- Excellent interpersonal and communication skills and can-do attitude
- Ability to manage multiple tasks simultaneously and problem-solve
- Proficiency with Microsoft Office Suite
- 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.