



Office of the Mayor

Correspondence Services

Position Title: Correspondence Intern

Job ID Number: 46008

Education Level: High School, Undergraduate, Graduate

The Mayor's Office of Correspondence is seeking someone who will serve as a liaison between the Mayor and constituents.

About the Office:

The Mayor's Office of Correspondence is responsible for reading, routing, and responding to all letters, emails, and 311 calls addressed to the Mayor. Correspondence staff also draft mayoral messages, certificates and proclamations for events, in addition to assisting other mayoral offices and agencies with a variety of writing and editing projects. The Office archives digital and hard copy records and routes letters to city agencies for handling, requiring extensive knowledge about the innerworkings of City government.

About the Role:

The Correspondence intern can expect to gain expansive knowledge about the inner workings of City government. The intern will be exposed to the protocols, standards, and jurisdictional boundaries of the Mayor's Office and how they apply to City agencies.

Responsibilities include but are not limited to:

- Helping draft responses to letters received from constituents
- Archiving digital and hard copy records
- Entering invitations for the Mayor's scheduling office
- Routing letters to City agencies for handling

Qualifications:

- 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.
- The intern should have strong written, analytical, and verbal communication skills, the ability to work independently and a desire to learn about government and community issues.

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.