



Director of Intergovernmental Affairs | City Legislative Affairs

Position Title: City Legislative Intern
Job ID Number: 46016
Education Level: Undergrad, Graduate

The Mayor's Office for City Legislative Affairs is seeking a motivated, reliable, and detail-oriented student with a passion for public policy to fill a full-time internship position for the upcoming semester.

About the Office:

The Office of City Legislative Affairs coordinates the City's interaction with New York City Council. The office keeps the Mayor and the Administration informed about legislative policy issues and is the liaison between the City and the New York City Council.

About the Role:

The Mayor's Office for City Legislative Affairs (CLA) is seeking a motivated, reliable, and detail-oriented student with a passion for public policy to fill a full-time internship position for the upcoming semester. This person will assist CLA staff with preparing agencies for City Council Hearings, coordinating with agencies during the aging process, reviewing and tracking legislation introduced by the NYC Council

Responsibilities include but are not limited to:

- Attend Agency briefings with administration officials and the NYC Council
- Assisting with drafting Official Correspondences to governmental and private entities
- Assisting staff with preparing agencies for upcoming City Council Hearings
- Performing legislative research and analysis

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.

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.