



Office of the Mayor

Community Affairs Unit

Position Title: Community Affairs Unit Intern

Job ID Number: 46007

Education Level: Undergraduate, Graduate

The Mayor's Community Affairs Unit is seeking an intern to support constituent case work and community outreach efforts.

About the Office:

The Mayor's Community Affairs Unit (CAU) is the fundamental connection between City Hall and New York City residents throughout the five boroughs. The primary mission of CAU is to establish deep partnerships with communities in order to actively engage and mobilize New Yorkers in City government.

About the Role:

The Community Affairs Unit intern will be assigned case work to navigate government agencies and resolve issues/concerns brought up by New York City constituents. The ideal candidate is organized, detail-oriented, and curious about New York City government.

Responsibilities include but are not limited to:

- Constituent case work
- Community outreach efforts (parades, town halls, etc.)
- Administrative assignments
- Other projects as assigned

Qualifications:

- Undergraduate student
- Other relevant skills (communication skills, ability to work in multicultural environment)
- 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.