



## **Mayor's Office of Immigrant Affairs**

**Position Title:** Legal Intern

**Intern Job ID:** 11131

**Education Level:** Law School

### **About the NYC Mayor's Office of Immigrant Affairs:**

The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading a number of initiatives to expand access to justice for immigrant communities. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to promote immigration inclusion..

### **About the Role:**

The Mayor's Office of Immigrant Affairs seeks a public service oriented law school student or recent law school graduate to serve as a Legal Intern to take on defined, short-term projects that will advance MOIA's legal and policy work. Projects will involve policy and legal research and analysis, as well as policy recommendations. Specific projects will be determined, based on intern's experience and expertise, but may include:

- Legal and policy research/analysis concerning legislative, regulatory, and programmatic proposals at the city, state, and federal levels
- Research on demographics, economics, and other topics pertaining to immigrant communities and legal bar associations
- Support MOIA's Commissioner and other agency staff at internal and external meetings

This Legal Intern will report to the Commissioner and will work with other team members to shape project(s). Law students and recent law graduates with a demonstrated commitment to public service and a desire to join a dynamic team are highly encouraged to apply.

### **Skills/Qualifications:**

- Bachelor's degree required
- Familiarity with local government strongly preferred
- A background or interest in local government, immigration law and policy, issues impacting immigrant New Yorkers, communications, and outreach is desirable
- Excellent research, writing, editing, oral communication, and interpersonal skills
- Ability to work with all levels of staff, inside and outside the agency

**Salary:**

Law School Students

\$17 per hour

**To Apply:**

Click on [Internship Candidate Application](#) and submit an application, resume, cover letter and essay.

**New York City Residency Is Required Within 90 Days Of Appointment**  
**The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers**

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](mailto:HR@cityhall.nyc.gov).

*As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.*