



Office of the Mayor

Deputy Mayor for Operations

Position Title: Infrastructure / Public Realm Intern

Job ID Number: 46010

Education Level: Graduate Student

About the Office:

The Office of the Deputy Mayor for Operations (DMO) works to advance the City's efforts to address policy matters across the five boroughs, coordinate operational efforts across the City's public agencies, improve access to services for all New Yorkers, and ensure agencies are run compassionately and effectively. The Deputy Mayor for Operations oversees 8 city agencies and 1 mayoral office: DOT, DEP, DSNY, DOB, DDC, SCA, TLC, Parks, and the Mayor's Office of Climate and Environmental Justice.

About the Role:

The Office of the Deputy Mayor for Operations seeks a talented graduate summer intern to provide analytical, research, and project management support for the team. Tasks may include interacting with Senior Advisors to track relevant implementation plans and program needs; reviewing relevant data, studies, and reports produced by subject-matter experts and summarizing for an executive-level; producing background and position memos and fact sheets to support executive decision-making; and drafting talking points and public-facing materials. The ideal candidate is eager to work in local government, thrives in a fast-paced environment, has some understanding of NYC politics, and is interested to learn more about how New York City operates.

Responsibilities include but are not limited to:

- Supporting infrastructure and the capital program
- Supporting work in the public realm
- Project manage team initiatives and assist with scheduling stakeholder meetings
- Provide qualitative and quantitative research on local, state, and federal policies within the portfolio
- Attend meetings with City agency staff and provide notes and next steps
- Prepare materials for the Deputy Mayor and senior staff in an organized manner, including drafting memos, remarks, presentations, and correspondence

Qualifications:

- Enrolled in a MPA, MPP, MUP, or similar degree program
- Ability to work independently and within a fast-paced environment, as well as thrive in a collaborative and supportive team environment
- Excellent organization and time management skills;

