2018 Fall - 2019 Spring
Internship Program

Job Postings
Unit Descriptions

Administrative Services

Administrative Services consists of MIS, Payroll & Timekeeping, Human Resources, Fiscal Operations and Facilities. From providing IT support to processing pay and leave for 500+ employees to preparing budgets and analysis, these units collaborate to ensure that all Mayors’ Office employees are receiving the resources they need.

Center for Economic Opportunity

The Center for Economic Opportunity (CEO) fights the cycle of poverty in New York City through innovative programs that build human capital and improve financial security. Launched by the Office of the Mayor in 2006, CEO works with both city agencies and the federal government to implement successful anti-poverty initiatives in New York and partner cities across the United States.

City Legislative Affairs

The Mayor's Office of City Legislative Affairs represents the Mayor and city agencies at the City Council, and serves as liaison between the Mayor and the Offices of the Comptroller, Public Advocate and the Borough Presidents.

Communications

The Mayor’s Office of Communications coordinates the Mayor’s cabinet and city agencies to deliver clear information on the administration’s initiatives to the media and the people of New York City.

Community Affairs Unit

The Mayor's Community Affairs Unit (CAU) is a vital connection between City Hall and 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. Through Borough Directors and Deputy Commissioners working with tenant associations, parent groups, students, workers, communities of faith, grassroots activists and neighborhood residents, CAU actively propels mayoral initiatives to further justice and opportunity for all New Yorkers.
Unit Descriptions

**Correspondence**

The Mayor’s Office of Correspondence is responsible for reading, routing, and responding to the letters, emails, and 311 calls addressed to the Mayor. Correspondence staff also drafts 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 expansive knowledge about the inner-workings of city government.

**Counsel to the Mayor**

The Office of the Counsel to the Mayor provides legal advice to the Mayor and City Hall staff and manages Freedom of Information Law (FOIL) requests. The Office also manages legal and other policy initiatives focused on equity at the direction of the Mayor.

**Deputy Mayor for Health and Human Services**

The Deputy Mayor for Health and Human Services oversees and coordinates the operations of the Department for the Aging, Administration for Children’s Services, Commission for Economic Opportunity, Family Services Coordinator, Health Insurance Access Program, Department of Health and Mental Hygiene, Office of the Chief Medical Examiner, Department of Homeless Services, Human Resources Administration/Department of Social Services, Department of Juvenile Justice, Department of Correction and Department of Probation. The Deputy Mayor maintains liaison with the Health and Hospitals Corporations and the HIV Health and Human Services Planning Council.

**Deputy Mayor for Health and Human Services CIDI**

The Center for Innovation through Data Intelligence (CIDI) is a research/policy center located in the office of the Deputy Mayor for Health and Human Services. CIDI was founded to use and incorporate inter-agency data to enhance the efficiency and effectiveness of the delivery of City health and human services to individuals, families, and children. CIDI works with partner agencies to conduct inter-agency research and provide analytical support to identify and address areas of service need in the City. The vision of CIDI is to make data come alive to inspire change.
Deputy Mayor For Housing and Economic Development

The Deputy Mayor for Housing and Economic Development leads the administration's efforts to grow and diversify New York City's economy, invest in emerging industries across the five boroughs, build a new generation of affordable housing, and help New Yorkers secure good-paying jobs that can support a family.

Deputy Mayor for Strategic Policy Initiatives

The Deputy Mayor for Strategic Policy Initiatives directs many of the administration's signature initiatives requiring major interagency collaboration to increase educational opportunities for New Yorkers and uplift working families through city services. Programs include Pre-K for All, Community Schools Initiative, School's Out NYC and the Mayor's Young Men's Initiative and has been charged with spearheading the overhaul of the city's mental health system.

Mayor's Fund to Advance New York City

The Mayor's Fund to Advance New York City is a 501(c) (3) nonprofit organization that facilitates high-impact public-private partnerships throughout New York City's five boroughs. The Fund leverages individual, philanthropic and corporate partnerships to support public programs advancing key mayoral and agency priorities. The Fund is focused on supporting public programs in areas including mental health, youth workforce development, immigration and citizenship, domestic violence, financial empowerment and support for young men and women of color.

Mayor's Office for International Affairs

The Mayor’s Office for International Affairs serves as the liaison between the City and New York City’s international community, which includes 193 Permanent Missions, 115 Consulates and the citizens they serve, and the headquarters of the United Nations. The Office is building a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers and share policies and best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community and New York City's agencies and local neighborhoods.
Unit Descriptions

**Mayor's Office for People with Disabilities**

The Mayor’s Office for People with Disabilities (MOPD) works to ensure that New Yorkers with disabilities can lead happy, healthy and productive lives. MOPD staff work hand-in-hand with other city offices and over 50 agencies to ensure that the voice of the disabled community is represented and that city programs and policies address the needs of people with disabilities. The Office provides information on accessible programs, accessible transportation, employment, health services, activities and other resources to the over 800,000 New Yorkers with disabilities and the millions of people with disabilities visiting New York City every year. The dedicated staff of the Mayor’s Office for People with Disabilities works hard every day to make New York the most accessible city in the world.

**Mayor’s Office of Criminal Justice**

The Mayor’s Office of Criminal Justice advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor’s representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system’s fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, such as behavioral economics to “nudge” conduct and machine learning to develop reliable predictive analytics.

**Mayor’s Office of Data Analytics**

The Mayor's Office of Data Analytics (MODA) is New York City's civic intelligence center, allowing the City to aggregate and analyze data from across City agencies, to more effectively address crime, public safety, and quality of life issues. The office uses analytics tools to prioritize risk more strategically, deliver services more efficiently, enforce laws more effectively and increase transparency, and administers the City’s [Open Data program](#).
Unit Descriptions

**Mayor's Office of Immigrant Affairs**

The Mayor's Office of Immigrant Affairs works to promote 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.

**Mayor's Office of Intergovernmental Affairs**

The Office of Intergovernmental Affairs coordinates the City's interaction with the City, State and Federal Legislative Affairs Offices, as well as the offices of the City Comptroller, Public Advocate and Borough Presidents. The office keeps the Mayor and the First Deputy Mayor informed about intergovernmental issues and is the liaison between the City and other governments, seeking to foster constructive links between the Administration and these entities.

**Mayor's Office of Operations**

The Mayor's Office of Operations works to make a government of over 40 agencies and 300,000 employees more effective, efficient, and coordinated in carrying out its day-to-day business. It also works to increase equity in and the accessibility of city government for all its residents. Operations accomplishes this by monitoring the performance of all city agencies, serving as a research hub for the Mayor’s Office as well as for the wider city, tracking customer service satisfaction at the agency level, and coordinating internal and external audits conducted by both governmental and non-governmental entities.

**Mayor's Office of Special Projects and Community Events**

The Mayor’s Office of Special Projects and Community Events organizes, manages and directs all public ceremonies, celebrations, receptions, and similar functions hosted by the city under the direction of the Mayor’s Office; coordinates the activities of city agencies and departments to plan and implement special events, and maintains liaison with the private sector for the coordination and support of city-sponsored events.
Unit Descriptions

**Mayor's Office of Sustainability**

The Mayor's Office of Sustainability develops cohesive sustainability plans for New York City—strategies that can enhance our economy and increase efficiency, improve our quality of life, and better protect our environment. While OneNYC is premised on preparing New York City for 2030, 2050, and beyond, the Office also works toward more immediate milestones while commissioning studies for the future through research, analysis, and outreach. Its team comprises architects, economists, engineers, lawyers, marketing and communications experts, planners, and policy analysts and advisors. The Office focuses on the areas of climate resiliency, energy supply, green buildings, greenhouse gas mitigation, transportation, and waste and implements these and other OneNYC focus area initiatives by collaborating with city agencies, the City Council, partnerships, scientists, and stakeholders.

**Mayor's Office to Combat Domestic Violence**

The Mayor's Office to Combat Domestic Violence (OCDV), oversees the citywide delivery of domestic violence services, develops policies and programs, and works with diverse communities to increase awareness of domestic violence. OCDV works alongside city agencies, community based and advocacy organizations, local leaders, and service providers to expand access to services citywide for victims and their children to receive the help that they need.

**NYC Service**

NYC Service promotes volunteerism, engages New Yorkers in service, and mobilizes the power of volunteers to impact New York City's greatest needs by targeting six areas: Strengthening Communities, Education Excellence, Economic and Workforce Development, Health and Well Being, Environment and Emergency Preparedness and Response.

**Office of Appointments**

The Mayor's Office of Appointments assists the Mayor and his deputies in making commissioner-level appointments, as well as appointments to the city's numerous municipal boards. It also assists the commissioners of city agencies and the directors of mayoral offices with their senior-level staffing.
Unit Descriptions

Office of Citywide Event Coordination and Management
New York City is the premier venue and backdrop for special events, cultural activities, marketing opportunities and street festivals. To ensure that the City maximizes its ability to properly accommodate these uses, the Mayor’s Office of Citywide Event Coordination and Management (CECM) coordinates the policies, procedures and permitting operations of city agencies that pertain to the management of events in public spaces.

Office of Digital Strategy
The Mayor’s Office of Digital Strategy provides strategy on digital initiatives to City Hall, agencies, and New York City-based organizations. Working closely with the digital communications team, it also manages outbound digital communications from City Hall.

Office of Environmental Remediation
The Mayor’s Office of Environmental Remediation (MOER) operates a set of world-class programs to advance the cleanup and redevelopment of over 100 brownfield projects each year throughout the City. These include the NYC Voluntary Cleanup Program, the nation’s first municipally-run cleanup program and initiatives to encourage the creation of affordable housing and community-supported projects. MOER also provides environmental counsel to the Mayor’s Office. We seek interns studying geology, engineering, and/or law.

Office of Federal Affairs
The Federal Affairs Office is the intergovernmental liaison between City government and the Federal government and is responsible for presenting the City's interests to the Congress and the Executive Branch.

Office of Recovery and Resiliency
This Office of Recovery and Resiliency (ORR) leads the City's efforts to build a stronger, more resilient New York. The plan builds on the foundations of public collaboration and rigorous analysis. ORR is guiding the City's work to strengthen coastal defenses, upgrade buildings, protect infrastructure and critical services, and make homes, businesses, and neighborhoods safer and more vibrant.
Unit Descriptions

Office of the First Lady
The Office of the First Lady leads efforts in areas including mental health and gender equity, with a diversity of initiatives that enhance the wellbeing of all New Yorkers. The Office researches, plans and develops programs and events surrounding these topics, and ensures timeliness and effectiveness in all matters that the First Lady engages in. Interns assist all members of the First Lady’s staff as needed, including areas like communications and outreach, logistics, events and assignments, and community affairs.

Public Design Commission
The Public Design Commission was established by the New York City Charter in 1898 as the City’s design review agency. The Commission reviews permanent works of architecture, landscape architecture, and art proposed on or over City-owned property. The Public Design Commission maintains an archive of projects reviewed by the Commission since 1902, documenting more than 7000 sites throughout New York City and providing a unique view into the history of the City’s public works. Containing original documents, drawings, photographs, and architectural plans, the Archive informs the Commission’s review of current projects and provides a valuable resource to researchers. In 2013, the Commission launched a long-term preservation project to digitize the oldest and most fragile materials in the collection, increasing public access to these historic documents while preserving the originals in appropriate archival conditions. Selections from the Archive are uploaded regularly to Flickr and Tumblr.

State Legislative Affairs
The Office of State Legislative Affairs represents the Mayor and City agencies before the State Legislature, the Governor and State agencies, and reviews all state legislation that affects the City of New York.
Position Title: Human Resources Intern
Intern Job ID: Human Resources Intern Role 1

The Mayor’s Office for Administration – Human Resources is seeking talented individuals to fill our HR Intern roles. The HR Interns would provide assistance with Human Resources procedures, program and initiatives.

About the Office:

The Administrative Services unit is responsible for coordinating the day-to-day operations of the Mayor’s Office, strategic planning of talent and resources, as well as providing technical support to staff. Administrative Services comprises six units: Human Resources, Management Information Systems, Payroll and Timekeeping, Facilities and Construction Management, Fiscal Operations and the Print Shop. Human Resources responsibilities include, but are not limited to recruitment; benefits administration; employee relations; talent development; enforcement of policies, state and federal tax laws; data management.

About the Role:

Under the direction of the Deputy Directors the HR Interns will work with the Human Resources Managers, Representatives, and other staff responsible for all HR tasks related to recruitment, employee engagement, training, personnel actions, onboarding and orientation, HR program strategy and special projects for Mayor’s Office Units.

Responsibilities include but are not limited to:

• Assist HR staff with the hiring process, including submitting job postings online, sending applications to Hiring Managers and developing bi-weekly Jobs Newsletters.
• Providing customer service to HR Staff and agency employees
• Updating and entering data into HR systems and databases
• Setting appointments and arranging meetings
• Maintaining HR Employee Events calendar
• Creating and distributing documents
• Compiling reports and spreadsheets and preparing spreadsheets
• Participating in recruitment efforts
• Assist with the planning of HR events and trainings
• Attend and support HR events and trainings
• Provide HR Staff with assistance as needed
Qualifications:

- Interest and enthusiasm for talent development and recruitment
- Excellent attention to detail
- Strong organization skills
- Proficiency with Microsoft suite, including Excel
- Ability to work independently and take initiative, when necessary
- Ability to draft professional correspondence and communicate effectively
- 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:

- High School Students: $13 per hour
- Undergraduate College Students: $15.50 per hour
- Graduate Students: $17 per hour

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
Position Title: Helpdesk Intern
Intern Job ID: MIS – Intern – Role 1

The Mayor’s Office MIS Department is seeking an MIS helpdesk Intern.

About the Office:

The Mayor’s Office MIS Department collaborates with other city agencies to implement IT policy, procedures and develop secure tools/applications for use by multiple agencies. MIS also partners with other departments in the Mayor’s Office to develop tools and applications that streamline processes, measure performance/metrics and increase productivity.

About the Role:

The Mayor’s Office MIS Department is responsible for all aspects of technology for the agency. This includes end user desktop support, VOIP, network infrastructure, messaging, email, file, web, and database servers, and server virtualization.

Responsibilities include but are not limited to:

• Perform end-user telephone support including problem determination, problem resolution, and implement problem escalation and tracking as required.
• Diagnoses and resolves end-user issues regarding printers, PC hardware, email, Internet, VPN and local area network access;
• Assist with computer upgrades, software rollouts and other IT related projects
• Answers, evaluates, and prioritizes incoming telephone, email and self service requests for assistance from end-users;
• Maintains inventory.

Qualifications:

• Must have excellent communication and interpersonal skills, and be comfortable dealing with high-level executives as well as other end-users. Should be self-motivated, with good analytical and problem solving skills and the ability to learn on the job;
• Good analytical and problem solving skills;
• Capability to work independently and as part of a team;
• Self-motivated individual with excellent communication and interpersonal skills.
• 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.
• High School Student candidates must be an enrolled and registered at a High School.

**Salary:**
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

*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*
Position Title: Developer Intern
Intern Job ID: MIS – Intern – Role 2

About the Office:

The Mayor’s Office MIS Department is responsible for all aspects of technology for the agency. This includes end user desktop support, VOIP, network infrastructure, messaging, email, file, web, and database servers, and server virtualization. MIS collaborates with other city agencies to implement wireless policy and procedures and develop secure tools/applications for use by multiple agencies. MIS also partners with other departments in the Mayor’s Office to develop tools and applications that streamline processes, measure performance/metrics and increase productivity.

About the Role:

The MIS Intern will work closely to provide support to the MIS team. The selected individual will also work to provide first level support to internal users by answering incoming phone calls, diagnosing the request, providing immediate solutions and assigning problems/service requests to the appropriate support personnel. This position provides feedback and system status updates to users and logs all requests into the problem tracking system. Monitors and reports calls/call metrics from the time they are opened until the time they are closed while at the same time ensuring customer satisfaction.

Essential Functions:

- Learn and develop skills in information technology to include networking of computers, system wide back up of data, and storage of data.
- Assist staff in performing system backup and maintenance functions.
- Assist in performing preventative maintenance and upgrades on servers.
- Assist developers (or designee) with current projects.
- Perform special projects as determined by the information systems staff.
- Assist in updating user and technical documentation.
- Assist in the maintenance and performance tuning of application databases.
- Assist in managing, maintaining, developing, designing and updating the intranet.
- Assist with the Web Content Management System for our website.
Goals of the Internship:

- Learn some of the many facets of Information Services and Technology
- Hands on learning experience in the technology arena
- Involvement in the technical components of a client project
- Opportunity to leverage your computer knowledge and analytical skills

Qualifications:

- Academic background in computer science, computer engineering or a similar major with computer-based or technical content
- Excellent analytical, written and oral communication skills
- Flexibility and ability to deal with ambiguity
- Ability to work within a team environment
- Knowledge of C#, ASP.NET, JavaScript and JQuery is preferable
- 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.
- High School Student candidates must be an enrolled and registered at a High School.

Salary:

High School Students: $13 per hour

Undergraduate College Students: $15.50 per hour

Graduate Students: $17 per hour

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
Position Title: Climate Partnerships and Networks Intern
Intern Job ID: CPP - Climate Partnerships and Networks Intern

Organization description:
As a unit of the Mayor’s Office, Climate Policy and Programs leads the City’s program for integrated climate actions, and includes the Office of Recovery and Resiliency, the Office of Sustainability, the Office of Environmental Coordination, and the coordination of the OneNYC Program.

Project description:
Intern will report to Special Advisor, Network Relationships in Climate Policy and Programs, who manages relationships between the Mayor’s Office and C40, 100 Resilient Cities, and other climate networks and foreign and domestic governments, including the United Nations. Role will encompass meeting with outside entities and working closely with City agencies and department colleagues in a fast paced environment.

Position description:
The New York City Mayor’s Office – Climate Policy and Programs seeks an intern to support climate network relationships. Internship responsibilities may include, but are not limited to:

• Assistance on managing relationships between the Mayor’s Office and C40, 100 Resilient Cities, other climate networks and foreign and domestic governments
• Assist the Climate Policy and Programs team with logistics planning for climate related conferences and events
• Prepare materials for meetings with domestic and foreign delegations
• Create PowerPoint presentations for internal and external meetings
• Assist with marketing and promotion through press events, online case studies, and social media outreach
• Help the OneNYC Core Team prepare and execute the 2019 plan update

Qualifications:
• Candidates must be enrolled and registered students accumulating credits, matriculating at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.
• The preferred candidate is a Master’s degree candidate in a relevant discipline such as environmental policy, environmental science, public policy and/or administration, urban studies or urban planning, international relations or political science
• A demonstrated understanding of issues relating to climate change mitigation and adaptation in a large urban setting
• A proven record demonstrating management, analytical, leadership, and communication skills. Familiarity with One New York: The Plan for a Strong and Just City is a plus
• Compelling examples of these skills include managing complex projects; successfully gaining the support of independent stakeholders; conducting analytical work with significant attention to detail; and/or demonstrating leadership in the applicant’s current field of work
• Experience in advocacy, internal or external outreach, preferably for a governmental or non-profit organization
• Excellent communication skills, written and verbal, and interpersonal skills
• Experience and comfort with presenting to large groups
• Proficiency in Excel, flexibility, proactiveness, and organization skills are required.
• Proficiency with social media is a plus
• Ability to speak another language is a plus

Salary:
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: OneNYC Intern
Intern Job ID: CPP – OneNYC Intern

Organization description:
As a unit of the Mayor’s Office, Climate Policy and Programs leads the City’s program for integrated climate actions and the coordination of the OneNYC Program.

Project description:
Intern will report to the Chief of Staff for Climate Policy and Programs, a key member of the OneNYC core team. In April 2015, Mayor Bill de Blasio released *One New York: The Plan for a Strong and Just City* (OneNYC), the world’s first resilience strategy and a model for sustainable development at the local level. OneNYC was a groundbreaking effort to address New York City’s long-term challenges: the forecast of 9 million residents by 2040, changing climate conditions, an evolving economy, a growing inequality crisis, and aging infrastructure. Under local law, a long-term plan considering population projections, housing, air quality, coastal protections, and other urban planning factors is required every four years on Earth Day. The internship role will focus on the coordination of OneNYC core team efforts to produce the 2019 plan update. To learn more about OneNYC, please visit: https://onenyc.cityofnewyork.us/.

Position description:
The New York City Mayor’s Office – Climate Policy and Programs seeks an intern to assist in the coordination of OneNYC core team efforts. Internship responsibilities may include, but are not limited to:
- Policy analysis and development
- Agency interaction and relationships
- Production of deliverables (book, action plan, legislative agenda, website, rollout plan, etc)
- Compilation of progress report elements

Qualifications:
- Candidates must be enrolled and registered students accumulating credits, matriculating at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.
- The preferred candidate is a Master’s degree candidate in a relevant discipline such as environmental policy, environmental science, public policy and/or administration, urban studies or urban planning, or political science
- Background in urban planning or strategic planning
- A demonstrated understanding of issues relating to climate change mitigation and adaptation in a large urban setting
- A proven record demonstrating management, analytical, leadership, and communication skills
- Excellent communication skills, written and verbal, and interpersonal skills

Salary:
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

*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*
Position Title: Communications and Outreach Graduate Intern
Intern Job ID: CGE—Communications and Outreach

The Commission on Gender Equity is seeking a graduate intern to fill the position of Communications and Outreach Graduate Intern. The graduate intern will help CGE develop and implement its communications and media strategies in alignment with its 2018 – 2021 strategic plan to advance gender equity in NYC.

About the Office:
The Commission on Gender Equity (CGE) is leading the City’s efforts to ensure that every girl, woman, and transgender and gender non-conforming New Yorker is treated equally and feels safe. We are putting the full force of municipal government—the city’s largest employer—to work on behalf of this cause. CGE works collaboratively with City agencies in three focus areas: economic mobility and opportunity, health and reproductive justice, and safety.

About the Role:
The Communications and Outreach graduate intern reports to the Executive Director and the Senior Director for Communications and Outreach. The graduate intern will assist in developing CGE’s multi-year communications strategy plan in alignment with its strategic plan, developing a media strategy to communicate CGE’s accomplishments to key and diverse audiences. The ideal candidate will have experience in communications, marketing, public affairs, public policy research and data analysis, gender studies, project management, and an ability to manage multi-stakeholder groups.

Responsibilities include but are not limited to:

- Assist in managing and maintaining CGE’s social media accounts and website
- Assist in developing a communications strategy to support the development of CGE programs, initiatives, publications, and advocacy campaigns
- Assist in developing outreach strategy to external audiences, including media outlets and local, national, and international audiences to assert NYC’s leadership in gender equity
- Assist in developing and maintaining an effective communications strategy for the advancement of gender equity within the City’s workforce.

Qualifications:
The ideal candidate will have:

- A baccalaureate degree from an accredited college and will be currently enrolled in a Master’s program in Communications, Marketing, Public Relations/Affairs, Public Policy, Public Administration, Public Management, or Social Work.
• A background in public relations, communications, marketing, social media management, gender studies, and project management.
• Ability to think creatively and embrace new approaches.
• Ability to synthesize and distill complex material into actionable recommendations.
• Ability to work across racial, ethnic, gender and sexual diversity.
• Strong organizational skills, including attention to detail.
• Energetic and resourceful, organized and results-oriented; a self-starter and team player.

**Salary:**
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

*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*
Position Title: Policy and Program Analyst Graduate Intern—Economic Mobility and Opportunity
Intern Job ID: CGE - Economic Mobility and Opportunity Intern

The Commission on Gender Equity is seeking a graduate intern to fill the position of Policy and Program Analyst for Economic Mobility and Opportunity. The graduate intern will help CGE meet the goals of its Economic Mobility and Opportunity focus area as presented in the CGE 2018 – 2021 Strategic Plan.

About the Office:
The Commission on Gender Equity (CGE) is leading the City’s efforts to ensure that every girl, woman, and transgender and gender non-conforming New Yorker is treated equally and feels safe. We are putting the full force of municipal government—the city's largest employer—to work on behalf of this cause. CGE works collaboratively with City agencies in three focus areas: economic mobility and opportunity, health and reproductive justice, and safety.

About the Role:
The Policy and Program Analyst graduate intern for Economic Mobility and Opportunity reports to the Senior Director for Policy and Programs. The graduate intern will assist in conducting policy research, drafting reports and fact sheets, developing and implementing programs, and staffing the CGE Economic Mobility and Opportunity Workgroup. The ideal candidate will have experience in public policy research and data analysis, gender studies, project management, and ability to manage multi-stakeholder groups.

Responsibilities include but are not limited to:

- Conducting policy and advocacy research on issues that impact economic mobility and opportunity for girls, women, and transgender and gender non-conforming New Yorkers.

- Assisting in developing a legislative agenda for the Economic Mobility and Opportunity focus area to inform city, state, and federal advocacy and in drafting public testimony, as necessary.

- Staffing the CGE Economic Mobility and Opportunity Workgroup which will meet at least 3 times/year; preparing action plans for workgroup meetings to ensure follow-through.

- Assisting in developing reports and fact sheets for the Economic Mobility and Opportunity portfolio, as identified.

- Assisting in developing and implementing public education programs within the Economic Mobility and Opportunity portfolio.

Qualifications:
The ideal candidate will have:

- A baccalaureate degree from an accredited college and will be currently enrolled in a Master’s program in Public Policy, Public Administration, Public Management, or Social Work.
• A background in gender equity and project management.
• Ability to think creatively and embrace new approaches.
• Ability to synthesize and distill complex material into actionable recommendations
• Ability to work across racial, ethnic, gender and sexual diversity
• Strong organizational skills, including attention to detail
• Energetic and resourceful, organized and results-oriented; a self-starter and team player

Salary:
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: Policy and Program Analyst Graduate Intern—Health and Reproductive Justice
Intern Job ID: CGE - Health and Reproductive Justice Intern

The Commission on Gender Equity is seeking a graduate intern to fill the position of Policy and Program Analyst for Health and Reproductive Justice. The graduate intern will help CGE meet the goals of its Health and Reproductive Justice focus area as presented in the CGE 2018 – 2021 Strategic Plan.

About the Office:
The Commission on Gender Equity (CGE) is leading the City’s efforts to ensure that every girl, woman, and transgender and gender non-conforming New Yorker is treated equally and feels safe. We are putting the full force of municipal government—the city's largest employer—to work on behalf of this cause. CGE works collaboratively with City agencies in three focus areas: economic mobility and opportunity, health and reproductive justice, and safety.

About the Role:
The Policy and Program Analyst graduate intern for Health and Reproductive Justice reports to the Senior Director for Policy and Programs. The graduate intern will assist in conducting policy research, drafting reports and fact sheets, developing and implementing programs, and staffing the CGE Health and Reproductive Justice Workgroup. The ideal candidate will have experience in public health policy research and data analysis, gender studies, project management, and ability to manage multi-stakeholder groups.

Responsibilities include but are not limited to:

- Conducting policy and advocacy research on issues that impact health and reproductive justice for girls, women, and transgender and gender non-conforming New Yorkers.
- Assisting in developing a CGE legislative agenda for Health and Reproductive Justice for city, state, and federal advocacy and in drafting public testimony, as necessary.
- Staffing the CGE Health and Reproductive Justice workgroup which will meet at least 3 times/year; preparing action plans for workgroup meetings to ensure follow-through.
- Assisting in developing Health and Reproductive Justice reports and fact sheets, as identified.
- Assisting in developing and implementing public education programs within the Health and Reproductive Justice portfolio.

Qualifications:
The ideal candidate will have:
- A baccalaureate degree from an accredited college and will be currently enrolled in a Master’s program in Public Health Administration, Public Policy, Public Management, or Social Work.
• A background in gender equity and project management.
• Ability to think creatively and embrace new approaches.
• Ability to synthesize and distill complex material into actionable recommendations
• Ability to work across racial, ethnic, gender and sexual diversity
• Strong organizational skills, including attention to detail
• Energetic and resourceful, organized and results-oriented; a self-starter and team player

Salary:
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: Policy and Program Analyst Graduate Intern—Safety
Intern Job ID: CGE—Safety Intern

The Commission on Gender Equity is seeking a graduate intern to fill the position of Policy and Program Analyst for Safety. The graduate intern will help CGE meet the goals of its Safety focus area as presented in the CGE 2018 – 2021 Strategic Plan.

About the Office:
The Commission on Gender Equity (CGE) is leading the City’s efforts to ensure that every girl, woman, and transgender and gender non-conforming New Yorker is treated equally and feels safe. We are putting the full force of municipal government—the city’s largest employer—to work on behalf of this cause. CGE works collaboratively with City agencies in three focus areas: economic mobility and opportunity, health and reproductive justice, and safety.

About the Role:
The Policy and Program Analyst graduate intern for Safety reports to the Senior Director for Policy and Programs. The graduate intern will assist in conducting policy research, drafting reports and fact sheets, developing and implementing programs, and staffing the CGE Safety Workgroup. The ideal candidate will have experience in policy research and data analysis, gender studies, project management, and ability to manage multi-stakeholder groups.

Responsibilities include but are not limited to:

- Conducting policy and advocacy research on issues that impact the safety of girls, women, and transgender and gender non-conforming New Yorkers in private and public spaces.

- Assisting in developing a legislative agenda for the Safety focus area to inform city, state, and federal advocacy and in drafting public testimony, as necessary.

- Staffing the CGE Safety Workgroup which will meet at least 3 times/year; preparing action plans for workgroup meetings to ensure follow-through.

- Assisting in developing reports and fact sheets for the Safety portfolio, as identified.

- Assisting in developing and implementing public education programs within the Safety portfolio.

Qualifications:
The ideal candidate will have:

- A baccalaureate degree from an accredited college and will be currently enrolled in a Master’s program in Public Policy, Public Administration, Public Management, or Social Work.
• A background in gender equity and project management.
• Ability to think creatively and embrace new approaches.
• Ability to synthesize and distill complex material into actionable recommendations
• Ability to work across racial, ethnic, gender and sexual diversity
• Strong organizational skills, including attention to detail
• Energetic and resourceful, organized and results-oriented; a self-starter and team player

**Salary:**
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: Legal Intern
Intern Job ID: Counsel - Legal Intern

The Office of the Counsel to the Mayor seeks an intern to assist attorneys and staff on the legal team. The intern would help respond to Freedom of Information requests and prepare documents for production. The intern would also provide research and recommendations in furtherance of improving equity for New Yorkers.

Law student interns would assist with research on and resolution of nascent municipal legal questions. Common areas include municipal ethics, transparency requirements, labor, equal opportunity, and administrative law.

About the Office:

The Office of the Counsel to the Mayor is City Hall’s legal team – its in-house counsel. The Office provides legal guidance to the Mayor and City Hall staff on compliance, ethics, freedom of information, legislation and policy matters and ensures the Mayor’s policies priorities are advanced in accordance with the law.

About the Role:

Work with Associate Counsels and Paralegals to facilitate resolution of legal issues before the Mayor’s Office. Prepare for and attend team meetings. Assist with processing Freedom of Information Law requests. Legal interns also produce legal memos and recommendations, and work with lawyers in other departments or agencies.

Qualifications:

• Able to handle and prioritize a large portfolio of simultaneous projects.
• Understands how to communicate with senior staff concisely and clearly.
• Adapts to new legal challenges lacking clear answers.
• Interest in public service.
• 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.
• High School Student candidates must be an enrolled and registered at a High School.
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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.
Creative Communications

Position Title: Multimedia Intern

Intern Job ID: Creative Communications - Multimedia Intern

The Mayor’s Office for Creative Communications is seeking a multimedia intern to assist with photo and video editing, as well as general social content production.

About the Office:

The Mayor’s Office for Creative Communications team is responsible for generating digital content representative of mayoral policy and its impact on everyday New Yorkers. The team utilizes social media to communicate the unique voice of the administration through live coverage, official photos, videos, graphics and more.

About the Role:

This is the ideal position for someone interested in photo digital content production, journalism, social media, and politics, and is excited by the challenge of building a social media presence in New York City. This is a rare opportunity for a driven, politically passionate, and talented student to learn and collaborate closely with a group of notable content creators, award-winning photographers, and videographers within the New York City government. We are seeking a strong multimedia student who is comfortable generating unique ideas quickly and independently, as well as someone who can be a strong collaborator.

Responsibilities include but are not limited to:

• Identify daily opportunities for intersection between city government and trending stories
• Help create compelling video and photo stories that help people understand policies, projects, and initiatives;
• Clip and caption video using Adobe Premiere
• Think visually/creatively to collaborate with various visual creators (writers, photographers, graphic designers) for special projects
• Help create sharable content that moves people

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.
• High school student candidates must be an enrolled and registered at a High School.
**Salary:**
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

*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*
Position Title: Social Media Intern
Intern Job ID: Creative Communications - Social Media Intern

The Mayor’s Office for Creative Communications is seeking a social media intern to assist with social media writing and content production.

About the Office:

The Mayor’s Office Creative Communications team is responsible for generating digital content representative of mayoral policy and its impact on everyday New Yorkers. The team utilizes social media to communicate the unique voice of the administration through live coverage, official photos, videos, graphics and more.

About the Role:

This is the ideal position for someone interested in journalism, social media, and politics, and is excited by the challenge of building a social media presence in New York. This is a rare opportunity for a driven, politically passionate, and talented student to learn and collaborate closely with a group of notable content creators, award-winning photographers, and videographers within the New York City government. We are seeking a strong writer who is comfortable generating unique ideas quickly and independently, as well as someone who can be a strong collaborator.

Responsibilities include but are not limited to:

• Identify daily opportunities for intersection between city government and trending stories
• Write engaging content across multiple social media platforms
• Condense speeches, quotes and press releases into easily digestible, colloquial language
• Think visually/creatively to utilize the talents of various visual creators (photographers, graphic designers, and videographers) for special projects
• Help create sharable content that moves people

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.
• High school student candidates must be an enrolled and registered at a High School.
Salary:
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
The Office of the Deputy Mayor for Health and Human Services is seeking a self-starter and hard worker who will serve as an analyst and project manager for multiple initiatives related to an array of public health and social services issues.

About the Office:

The Office of the Deputy Mayor for Health and Human Services advances New York City’s efforts to coordinate transformation across the City’s public healthcare system with vital healthcare provider partners; supports and advances the health of New Yorkers where they live, learn, work, play, and pray; expands access to social services for all, and ensures agencies that oversee the City’s most vulnerable populations, including children in foster care and families living in homeless shelters, are run compassionately, equitably and effectively. With a portfolio that amounts to approximately $22 billion, the Office of the Deputy Mayor for Health and Human Services is focused on implementing bold, multi-generational efforts within and across nine City agencies and Mayor’s Offices.

About the Role:

The Intern will be an integrated, contributing member of the Deputy Mayor’s team with some flexibility to tailor their portfolio to the topics that most interest them. Potential areas of concentration include public health and/or social services:

- Public Health, including initiatives related to an array of emergent public health and behavioral/mental health issues, such as disease prevention, emergency preparedness, mental health services, expanded access to care, opioids, substance misuse treatment and prevention, correctional health services, environmental health, and animals as they relate to public health issues.
- Social Services, including initiatives related to key human services issues, such as homelessness prevention, rehousing, street homelessness, and shelter services; new and ongoing efforts around child welfare, foster care, and juvenile justice; several workforce development programs and initiatives related to public benefits, including SNAP, cash assistance, and rental assistance; and other high priority initiatives that address the multivariate effects of poverty and inequity. Work projects will vary between short assignments and management of longer term projects.

Work projects will vary between short assignments and management of longer term projects, which may focus on one of the above areas of concentration or span both of them. Working in the NYC Mayor’s Office at City Hall and under the direction of the Deputy Mayor, Chief of Staff and other senior-level staffers, the Intern for Health & Human Services will perform the following functions:
• Research & Analysis – assist other staff members in performing qualitative and quantitative research in connection with policy proposals, cross-agency projects, and broader health and human services sector analysis. Based on that analysis, make recommendations and support program design to relevant staff members
• Project Management – in coordination with appropriate City agencies and team members, assist in overseeing and monitoring projects and policy initiatives to ensure that goals and timelines are met
• Agency Liaison – support team members who serve as a liaison between agencies and the Office of the Deputy Mayor, to monitor projects and assist in handling day-to-day issues
• General and Central Support – as needed, compile daily news clips, provide administrative support and coordination, including preparation of correspondence and briefing memoranda, background research and information, meeting planning and assistance, and answering multiline phones.

Qualifications:

• Graduate students preferred; although exceptional undergraduate candidates will also be considered
• Attention to detail and excellent organization skills
• Proficiency in Microsoft Office Suite and data analysis
• Flexibility with juggling multiple tasks when ‘emergencies’ arise
• Ability to work as part of a team environment, and adapts well to change
• Excellent communication and interpersonal skills
• Sense of humor
• Commitment to going above and beyond
• Oral and written Spanish language skills a plus
• [Preferred but not necessary] background in policy, planning, public health or human services
• College Student candidates must be an enrolled and registered student accumulating credits.
  o 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: $15.50 per hour
Graduate Students: $17 per hour

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
Deputy Mayor for Health and Human Services
Center for Innovation through Data Intelligence

Position Title: Research Analyst Intern
Intern Job ID: DMHHS CIDI - Research Analyst Intern

The Center for Innovation through Data Intelligence is seeking a motivated individual with strong quantitative and problem-solving skills to engage in high-impact research and analyses to advance health and human service delivery.

About the Office:
The Center for Innovation through Data Intelligence (CIDI) is a research/policy center located in the Office of the Mayor of the City of New York. CIDI reports directly to the Deputy Mayor for Health and Human Services. CIDI conducts citywide interagency research to identify areas of service need in the City. CIDI fosters collaboration with all Health and Human Service agencies (e.g., Children’s Services, Homeless Services, etc.) as well as other City agencies (e.g., New York City Housing Authority and Department of Education) to promote citywide policy change with the aims of improving the quality of services throughout the City of New York as well as to improve the effectiveness of NYC government. The vision of CIDI is to make data come alive to inspire change.

About the Role:
The City’s health and human service agencies are faced with a variety of complex issues with regards to developing the most effective models to improve outcomes for individuals and families and ensuring that programs are targeting those most in need. An intern member would work with CIDI to provide a data-informed approach to address the most pressing health and human service needs in the City. An example of recent CIDI research that has informed health and human service policy is a longitudinal study examining the trajectories of young adults exiting foster care and/or homelessness to inform prioritization for housing resources such as supportive housing.

Responsibilities include but are not limited to:
- Participate in the design and implementation of research projects in response to policy problems.
- Utilize statistical software to clean and match large administrative data sets.
- Work with CIDI staff to conduct quantitative analyses using traditional statistical methods as well as Big Data techniques.
- Conduct literature reviews and complete Institutional Review Board applications.
- Develop an understanding of the administrative data and policies of the health and human service agencies.
• Develop briefing papers, presentations, and similar materials that highlight findings from CIDI’s research projects as well as other aspects of the Center’s work.

**Qualifications:**

• Pursuing a Master’s degree in social work, public administration, economics, statistics, social research or similar field.
• Experience working with large data sets and familiarity with software such as SPSS, SAS, ArcGIS and Excel.
• Outstanding research and writing skills.
• Ability to work independently and problem-solve.
• Interest in policy issues in the area of health and human services
• Graduate and 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: $15.50 per hour

Graduate Students: $17 per hour

*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*
Deputy Mayor for Housing and Economic Development

Position Title: Women.NYC Intern
Intern Job ID: DMHED – Women.NYC Intern

The Office of the Deputy Mayor for Housing and Economic Development is seeking an intern with an interest in empowering and inspiring women to work on projects related to the Women.NYC initiative.

About the Office

The Office of Housing & Economic Development oversees many of the City’s capital, development and infrastructure agencies. This portfolio includes the following city agencies, corporations, commissions, and boards:

- Mayor’s Office of Media and Entertainment
- Department of City Planning
- Department of Housing Preservation and Development
- Department of Cultural Affairs
- Libraries
- Department of Consumer Affairs
- New York City Economic Development Corporation
- New York City Housing Authority
- New York City Housing Development Corporation
- Brooklyn Navy Yard
- Hudson Yards Development Corporation
- Brooklyn Bridge Park Corporation
- United Nations Development Corporation
- Landmarks Preservation Commission
- Board of Standards & Appeals
- Public Design Commission

About the Role

This intern will help support all efforts related to the Women.NYC initiative. This includes researching, connecting with and assessing potential partners to expand upon or add new resources to the Women.NYC website, as well as helping with day to day maintenance of the existing website. This research may also include outreach to website users for testing and feedback. This intern will report to the Deputy Chief of Staff and support two Senior Advisors in our women’s programming. They will also assist with various administrative tasks as necessary.
Qualifications

• Applicants must be in the third or fourth year of a Bachelor’s degree program or enrolled in a graduate degree program
• Excellent research, writing and communications skills required
• Attention to detail and ability to manage tasks independently required
• Experience with city government a plus
• 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.
• High School Student candidates must be an enrolled and registered at a High School.

Salary:
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Office of the First Deputy Mayor

Intern

Position Title: First Deputy Mayor Intern
Intern Job ID: FDM - Intern

About the Office:
The Office of the First Deputy Mayor manages the day-to-day operation of City government and the provision of core services across the five boroughs. The First Deputy Mayor works to advance policy matters, 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.

About the Role:
An intern should combine strong analytical skills with excellent writing to support the implementation and monitoring of initiatives for various agencies and portfolios for the First Deputy Mayor. The intern(s) will complete assignments that can be divided into three workstreams: policy research, policy implementation and team support.

Responsibilities will include, but are not limited to:
- Performing research and analyses to support implementation of policy initiatives;
- Conduct research on local and national best practices and emerging policy issues;
- Serve as a note taker at meetings, hearings, etc;
- Edit briefings and documents as appropriate;
- Create media clips and media briefings on various issues;
- Write policy memos on specific issues;
- As needed, provide administrative support and coordination, including scheduling.

Preferred Skills and Qualifications:
- A baccalaureate degree from an accredited college;
- Currently pursuing a graduate/law degree;
- An interest in education or criminal justice policy;
- Basic data analysis skills
- Familiarity with Microsoft Suite (Word, Excel, Outlook, etc.)

Salary
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: Mayor’s Office of Policy & Planning Intern
Intern Job ID: FDM – Policy and Planning Intern

About the Office:
The Office of Policy and Planning was created by Mayor de Blasio in 2018. The Office will conduct research, drive and coordinate development of City policy across City agencies and offices, and lead efforts to develop long-term plans to address the challenges facing the City.

About the Role:
The Intern in the Office of Policy & Planning will provide support on research, projects, initiatives, and/or policy proposals at the direction of the Chief of Staff and senior members of the team. The Intern will perform the following functions:

- **Research, Analysis and Writing** – assist staff members in performing qualitative and quantitative research in connection with policy proposals, capital projects, sector-based initiatives, and legislative agendas.
- **Project Management** – track multiple projects requiring inter-agency coordination and collaboration to develop documents and support efficient progress towards completion;
- **Legislative Analysis** – review local, state and federal legislative proposals to assess quality of embedded policy proposals, and identify issues and opportunities for City agencies as well as report on key relevant findings;
- Appropriately escalate any substantive and process issues with proposals, initiatives or commitments;
- As needed, providing support including preparation of correspondence and briefing memoranda, background research and meeting planning;
- Other duties, as assigned.

Skills and Qualifications:
- Matriculation at an accredited college or graduate school
- Must be an enrolled and registered student accumulating credits
- Strong interest or past experience in public service
- Strong critical thinking skills
- Willingness to work as part of a team and adaptability to change;
- An interest in understanding policy issues related to the City of New York and the provision of services across its five boroughs, particularly related to labor, consumer and worker protection, policing, criminal justice, and sustainability
- Attention to detail and excellent organization skills, including the ability to manage sensitive information;
- Excellent communication and interpersonal skills
- New York City, state or federal government work experience or relevant research or technical backgrounds preferred;

**Compensation:** $15.50 per hour for undergraduate students
$17 per hour for Graduate Students

*The City of New York and the Office of the Mayor are equal opportunity employers*
Position Title: Gracie Mansion Intern
Intern Job ID: GM-Intern

The Office of the Mayor’s Gracie Mansion is seeking a successful candidate to immerse themselves in event operations, strategic planning, and support of the Administration’s community outreach programmatic initiatives.

About the Office:
Gracie Mansion, also known as New York’s “People’s House,” has served as the official residence of the Mayor of New York City since 1942 when Fiorello H. La Guardia first lived in the structure. Gracie Mansion’s history dates back to 1799, when it was constructed by New York merchant named Archibald Gracie. In addition to serving as the official residence of the Mayor and his family, Gracie Mansion is also the site of numerous mayoral events and functions.

About the Role:
The Intern in this role will gain experience in financial and data analysis; event operations; strategic planning and community outreach.

Responsibilities include but are not limited to:

- Intern will work 15 – 20 hours per week with flexibility
- Learn and co-manage fiscal invoices via Gracie Event Management System
- Data entry via Gracie Event Management System
- Learn and follow Mayor’s Office and Gracie Mansion protocols for all meetings and events (briefings, security protocols, Principal management)
- Build efficiency reports, maintaining temporary staff schedules for events, creating menu updates, creating end of day setup reports
- Support Gracie in surveying client experience, analyze data and propose solutions based on feedback
- Support executive team with planning internal staff meetings and employee related events
- Follow Gracie guidelines when anticipating Principal and client needs
- Work with House Manager on various projects as needed

Working Conditions:
Special working conditions cover a range of circumstances which may include regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.
**Qualifications:**

- Must be at least an Undergrad College Senior
- Must have 2 Years of work experience
- Enthusiastic, positive “can-do” demeanor and professionalism
- Strong administrative skills with ability to compile information and create PowerPoint presentations, excel spreadsheets, and other information as needed
- 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:**

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**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**
Position Title: Economic Development Intern
Intern Job ID: IA – Economic Development Intern

Organization Profile: The Mayor’s Office for International Affairs serves as the liaison between the City and New York City’s international community, which includes 193 Permanent Missions, 115 Consulates and the citizens they serve, and the headquarters of the United Nations. At the direction of Mayor de Blasio and under the leadership of Commissioner Abeywardena, the Office is building a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers and share policies and best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community, international businesses and New York City's agencies and local neighborhoods.

Internship Description: Every semester, the Mayor’s Office for International Affairs offers internships to exceptional students interested in government, international affairs, and economic development. The Office’s economic development work includes engaging with the diplomatic community, international businesses, and City agencies to attract and create economic opportunities for New Yorkers. The Office works with international businesses and startups considering entering NYC, and with NYC-based businesses and startups interested in selling internationally. We also work on new policies and programs to drive inclusive economic development, and share economic development best practices between the City, United Nations, and cities/countries around the world. Interns assigned to the Mayor’s Office for International Affairs are responsible for assisting staff in their day-to-day activities on a range of issues. This includes:

- Researching and drafting briefing memos for events, meetings and prospective engagement for strategic partnerships.
- Conducting outreach to the international diplomatic community and the wider NYC community on programs and events organized by the Office and other NYC agencies.
- Supporting engagement strategies related to economic development initiatives.
- Providing logistical support for events hosted by the Office.
- Supporting staff in meetings by taking notes and preparing readouts.

Interns must possess excellent speaking, writing, and computer skills (including Excel) and be able to efficiently work collaboratively and with minimal guidance. Applicants should have a demonstrated interest in international economic affairs.

For more information please visit our website: http://www.nyc.gov/international
Position Title: Legal Intern
Intern Job ID: IA – Legal Intern

Organization Profile: The Mayor’s Office for International Affairs serves as the primary liaison between the City of New York and its international community, which includes 193 Permanent Missions, 114 Consulates and the citizens they serve, and the headquarters of the United Nations. Under the direction of Mayor de Blasio and Commissioner Penny Abeywardena, the Office is committed to building a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers, and share policies and best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community and New York City’s agencies and local neighborhoods.

Internship Description: The Mayor’s Office for International Affairs offers internships to exceptional law students and graduates who are interested in politics, local government, diplomacy, and international affairs. The legal intern will work on a variety of projects, which will be both legal and operational in nature and may include:

- Drafting research memoranda on the law applicable to a wide array of local, international and diplomatic legal issues
- Assisting with the planning and implementation of trainings or workshops on legal issues impacting the diplomatic and consular community
- Assisting with dispute resolution involving individual diplomats, Missions or Consulates
- Development of an efficient and effective system for post-emergency consular notification in a manner consistent with the Vienna Convention on Consular Relations
- Refining and assisting with the implementation of case management system
- Reviewing and organizing legal archives
- Assisting with general office management tasks

The intern must possess excellent legal research, legal writing, speaking, time management, and project management skills. The intern must be able to work quickly, collaboratively, and with minimal guidance. Please consider these criteria carefully before applying.

For more information, please visit our website: http://www.nyc.gov/international.
Position Title: Media Relations and Communications Intern
Intern Job ID: IA – Media Relations and Communications Intern

Organization Profile: The Mayor’s Office for International Affairs serves as the liaison between the City and New York City’s international community, which includes 193 Permanent Missions, 115 Consulates and the citizens they serve, and the headquarters of the United Nations. At the direction of Mayor de Blasio and under the leadership of Commissioner Penny Abeywardena, the Office is building a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers and share policies and best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community and New York City’s agencies and local neighborhoods.

Internship Description: Every semester, the Mayor’s Office for International Affairs offers internships to exceptional students interested in government affairs, media relations, communications, and policy. Our staff works closely with New York City’s diplomatic and consular communities, as well as with various City agencies and international partners. Media Relations and Communications interns assigned to the Mayor’s Office for International Affairs will assist staff in their day-to-day activities and provide support in the following areas.

Media Relations and Communications Intern:
- Maintain media lists and databases;
- Assist with maintenance of the office’s website and social media channels, including Medium;
- Assist in the creation of shareable infographics;
- Assist with rollout of media and communications campaigns;
- Assist with archiving photos;
- Providing other clerical and administrative support as required;

Interns must possess excellent speaking, writing, and computer skills and be able to efficiently work collaboratively and with minimal guidance. For the Media Relations and Communications internship position, experience or familiarity with an array of social media platforms, including Twitter and Medium, and experience with graphic design, video editing, and digital photography, is desirable.
Position Title: Policy Intern
Intern Job ID: IA – Policy Intern

POLICY INTERNSHIP

Organization Profile: The Mayor’s Office for International Affairs serves as the liaison between the City and New York City’s international community, which includes 193 Permanent Missions, 114 Consulates and the citizens they serve, and the headquarters of the United Nations. At the direction of Mayor de Blasio and under the leadership of Commissioner Abeywardena, the Office is building a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers and share policies and best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community and New York City's agencies and local neighborhoods.

Internship Description: Every semester, the Mayor’s Office for International Affairs offers internships to exceptional students interested in government affairs, media relations, communications and policy. Our staff works closely with New York City’s diplomatic and consular communities, as well as with various City agencies. Policy interns assigned to the Mayor’s Office for International Affairs will assist staff in their day-to-day activities and provide support in the following areas.

Policy Intern:
- Work closely with Policy Associate to conduct background research on a variety of topics;
- Work with the Media Relations and Communications team to assist with the creation of shareable infographics;
- Assist in the drafting and publication of longer term research projects, as appropriate;
- Assist with messaging on social media platforms as it relates to policy areas;
- Provide clerical and other administrative support as required

Interns must possess excellent speaking, writing, and computer skills and be able to efficiently work collaboratively and with minimal guidance. For the media relations and communications internship position, experience or familiarity with an array of social media platforms, including Twitter and Tumblr and experience with Photoshop, is desirable.
Position Title: Strategic Partnership Intern
Intern Job ID: IA – Strategic Partnership Intern

STRATEGIC PARTNERSHIPS INTERN

Organization Profile: The Mayor’s Office for International Affairs serves as the liaison between the City and New York City’s international community, which includes 193 Permanent Missions, 115 Consulates and the citizens they serve, and the headquarters of the United Nations. At the direction of Mayor de Blasio and under the leadership of Commissioner Abeywardena, the Office is building a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers and share policies and best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community, international businesses and New York City’s agencies and local neighborhoods.

Internship Description: Every semester, the Mayor’s Office for International Affairs offers internships to exceptional students interested in government, international affairs, and communications. Our staff works closely with New York City’s diplomatic and consular communities, as well as with various City agencies. Interns assigned to the Mayor’s Office for International Affairs are responsible for assisting staff in their day-to-day activities on a range of issues. This includes:

- Researching and drafting briefing memos for events, meetings and prospective engagement for strategic partnerships.
- Conducting outreach to the international diplomatic community and the wider NYC community on programs and events organized by the Office and other NYC agencies, such as IDNYC and NYC Junior Ambassadors.
- Preparing weekly reports to inform senior staff on engagement.
- Managing databases of information for Consulates General and Permanent Missions to the UN.
- Providing logistical support for events hosted by the Office.
- Supporting staff in meetings by taking notes and preparing readouts.

Interns must possess excellent speaking, writing, and computer skills (including Excel) and be able to efficiently work collaboratively and with minimal guidance.

For more information please visit our website: http://www.nyc.gov/international
Mayor’s Office For People with Disabilities (MOPD)

Position Title: MOPD Legal Intern
Intern Job ID: MOPD – Intern Role 1

The Mayor’s Office for People with Disabilities is seeking an intern interested in working directly with MOPD attorneys on legal issues impacting the disabled community.

**About the Office:**

The Mayor’s Office for People with Disabilities (MOPD), works to ensure that New Yorkers with disabilities lead happy, healthy and productive lives. Dedicated staff at MOPD work hard every day to make New York City the most accessible city in the world. MOPD works hand-in-hand with governmental and non-governmental partners to make sure that the voice of the disabled community is represented and that city programs and policies address the needs of people with disabilities.

**About the Role:**

The MOPD Legal intern will lead various projects, activities and programs aimed at advancing civil rights and removing barriers to inclusion. Some of these projects include drafting proposed legislation on issues that impact people with disabilities; monitoring and reviewing pending city, state and federal legislation and making policy recommendations to MOPD counsel and executive staff; conducting legal research impacting people with disabilities; drafting legal memoranda and reports and attending community meetings.

Responsibilities include but are not limited to:

- Legal research
- Coordinating with other governmental partners on citywide planning initiatives as they relate to people with disabilities
- Drafting proposed legislation and legal memoranda
- Will assist with education and outreach with city partners and the general public to promote compliance with the law and will support the development of outreach materials and trainings
- Assisting in the development of policies and strategies to address issues related to people with disabilities

**Qualifications:**

- Educational requirements: Law School student from an ABA accredited law school
- Years of experience in field: N/A
- Other relevant skills: Knowledge of the Americans with Disabilities Act, the Rehabilitation Act and related State, local civil rights laws and regulations pertaining to people with disabilities. Ability to develop policy and analyze legislation and statutes. Ability to interface with governmental agencies and other external partners. Experience with legal research. Experience with individuals, community groups and people with disabilities.
- Strong preference is given to applicants with a demonstrated interest in human rights/civil rights issues and a commitment to public interest work.
Salary:
Law Students: $17 per hour

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
New York City Mayor’s Office For People With Disabilities (MOPD)

Position Title: MOPD Architectural Policy Intern
Intern Job ID: MOPD – Intern Role 2

The Mayor’s Office for People with Disabilities is seeking an intern interested in working on accessibility policy, zoning policy issues affecting the disability community.

About the Office:
The Mayor’s Office for People with Disabilities (MOPD), works to ensure that New Yorkers with disabilities lead happy, healthy and productive lives. Dedicated staffs at MOPD work hard every day to make New York City the most accessible city in the world. MOPD works hand-in-hand with governmental and non-governmental partners to make sure that the voice of the disabled community is represented and that city programs and policies address the needs of people with disabilities.

About the Role:
The MOPD Architectural Policy intern will primarily be doing research on building codes, zoning, and public policy issues affecting people with disabilities. We are interested to know how zoning policies might have an impact on making an inclusive environment that reifies public policy initiatives and overshadows impeded segregation. Our vision is to make an interagency colloquium on zoning and policy issues and produce a policy paper for the future city initiatives.

Responsibilities include but are not limited to:

- Researching including local law, codes, zoning issues, administrative law.
- Examining empirical data related to historical preferences and public initiative on zoning and housing issues.
- Developing for city partners and help to organize colloquium.
- Coordinating with other governmental partners on citywide planning initiatives as they relate to people with disabilities.

Qualifications:

- Educational requirements: Architecture or planning student from a board accredited architecture and planning school.
- No architectural experience is necessary
- Other relevant skills: Knowledge of the (New York City Building code, zoning laws, the Americans with Disabilities Act, the Rehabilitation Act and other federal, state, and local laws regulations pertaining to people with disabilities. Ability to develop policy and analyze code issues and statutes.
- Ability to interface with governmental agencies and other external partners.
- Preference will be given to applicants with experience doing empirical research.
- Strong preference is given to applicants with a demonstrated interest in human rights/civil rights issues and a commitment to public interest work.
**Salary:**

High School Students: $13 per hour

Undergraduate College Students: $15.50 per hour

Graduate Students: $17 per hour

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*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*
Mayor’s Office For People With Disabilities (MOPD)

Position Title: MOPD Digital Accessibility Intern
Intern Job ID: MOPD – Intern Role 3

The Mayor’s Office for People with Disabilities (MOPD) is seeking an intern interested in working directly with our Digital team in creating accessible content and auditing websites. Some knowledge of WCAG 2.0 level AA standards and assistive technologies is required.

About the Office:

The Mayor’s Office for People with Disabilities (MOPD), works to ensure that New Yorkers with disabilities lead happy, healthy and productive lives. Dedicated staff at MOPD work hard every day to make New York City the most accessible city in the world. MOPD works hand-in-hand with governmental and non-governmental partners to make sure that the voice of the disabled community is represented and that city programs and policies address the needs of people with disabilities.

About the Role:

The MOPD Digital Accessibility intern will lead various projects, activities and programs aimed at enhancing digital accessibility and inclusion for New Yorkers with Disabilities. Some of these projects include:

- Auditing websites and mobile apps for accessibility
- Creating accessible documents
- Creating accessible social media posts
- Enhancing the accessibility of videos
- Creating best practices guides and resources
- Conducting digital accessibility trainings

Responsibilities include but are not limited to:

- Web accessibility research
- Coordinate and organize inter-agency events and trainings
- Format WORD and PDF documents to improve accessibility
- Test the accessibility of websites and apps using assistive technologies and automated tools
- Enhance the accessibility of videos through audio descriptions and captions
- Post on Facebook and Twitter using MOPD account and include alt-text/image descriptions
- Work on accessibility of PowerPoint presentations
- Present alongside the Digital Accessibility Coordinator on topics of digital inclusion

Qualifications:

- Educational requirements: BA/MA in Disability Studies, BS/MS in Computer Science, UX design or a degree in related fields
- Years of experience in field: N/A
- Other relevant skills: Knowledge of WCAG 2.0, assistive technologies, html 5 and web development.
• Strong preference is given to applicants with knowledge of WCAG 2.1, use of screen readers, plain language and other assistive technologies

**Salary:**

High School Students: $13 per hour

Undergraduate College Students: $15.50 per hour

Graduate Students: $17 per hour

**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**
Mayor’s Office For People with Disabilities (MOPD)

Position Title: MOPD Employment and Business Development Intern NYC: ATWORK
Intern Job ID: MOPD – Intern Role 4

The Mayor’s Office is seeking an intern who has an interest in disability studies and policy, human resources, business development and marketing to work directly with the staff of NYC: ATWORK, the city’s first public private partnership for employment for people with disabilities.

About the Office:

The Mayor’s Office for People with Disabilities (MOPD), works to ensure that New Yorkers with disabilities lead happy, healthy and productive lives. Dedicated staff at MOPD work hard every day to make New York City the most accessible city in the world. MOPD works hand-in-hand with governmental and non-governmental partners to make sure that the voice of the disabled community is represented and that city programs and policies address the needs of people with disabilities. We focus on seven pillar: transportation, access, education, health, housing, financial empowerment and employment.

About the Role:

NYC: ATWORK is the first public private partnership from the mayor’s office connecting people with disabilities to meaningful, living wage jobs across the five boroughs, focusing on transitioning youth, college students and graduates, recipients of state vocational rehabilitation services and those who are unemployed or underemployed.

This internship requires an interest in human resources, social services, business development, community engagement, education and outreach specifically relating to New Yorkers with disabilities ages 18 to 64 who are seeking internships, employment and career pathways.

Responsibilities include but are not limited to:

• Update a web-based centralized system used to promote open job opportunities with businesses participating in our employment initiative
• Assist with education and outreach with city partners and the general public to promote education and awareness and support the development of outreach materials and trainings
• Answer e-mail and phone inquiries from potential job seekers, community based organizations and other partners
• Assist in the set up and implementation of job-seeker orientations
• Enter data into customer management systems for tracking purposes
• Assist with recruitment and related events
• Research current employment trends and opportunities
• Attend meetings as required
Qualifications:

• Educational requirements: College student (has completed at least first year)
• Years of experience in field: N/A
• Other relevant skills: Good communication both oral and written, time management, able to work on more than one project at a time, ability to be a part of a diverse community of staff and constituents with disabilities, able to travel independently, fluency in American Sign Language, Spanish a plus. Knowledge of HTML coding, Microsoft office, Outlook, Excel and PowerPoint necessary; HTML coding experience helpful.
• 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.
• High School Student candidates must be an enrolled and registered at a High School.

Salary:
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Mayor’s Office For People with Disabilities (MOPD)

Position Title: MOPD ASL-Direct Intern
Intern Job ID: MOPD – Intern Role 7

The Mayor’s Office for People with Disabilities is seeking a motivated individual to intern in our ASL-Direct Department. The intern is expected to learn the ins-and-outs of daily routines and responsibilities related to serving the deaf community.

About the Office:

MOPD is an ideal environment for obtaining the professional skills necessary in today’s economy. In addition to office duties, the intern will gain direct networking opportunities with Commissioners, Deputy Commissioners, Assistant Commissioners and other decision makers in City Government.

About the Role:

As an ASL-Direct Assistant, the intern will answer direct calls via webcam from the deaf community. Providing resources, guidance and support all in American Sign Language.

Responsibilities include but are not limited to:

- Answering phone inquiries or direct calls (in ASL) and providing City resource information.
- Maintaining department call-log
- Responding to email inquiries, web correspondence and social media posts
- Attending department meetings and providing status reports
- Managing ASL-Direct data and records
- Create and maintain PowerPoint presentations
- Attend ASL-Direct functions and outreach events
- Shadow sister-departments and train in a variety of areas

Qualifications:

- High School Diploma or equivalent
- Must be 18 years of age or older
- Must be proficient in American Sign Language
- Self-directed and self-motivated
- Energetic and eager to tackle new projects and ideas
Salary:

High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Mayor’s Office of Research and Media Analysis

Position Title: Research Intern
Intern Job ID: MORMA - Research Intern

The Mayor’s Office for Research and Media Analysis is seeking highly motivated interns to assist in media monitoring, real-time disseminating of breaking stories, and general research tasks.

About the Office:

The Mayor’s Office of Research and Media Analysis is responsible for monitoring media coverage related to the City’s policies and operations, and performing research in support of the administration’s broader communications priorities.

About the Role:

This internship is ideal for someone interested in New York City politics, communications, and news.

Responsibilities include but are not limited to:

- Monitoring news sites and social media in real-time and disseminating breaking stories;
- Transcribing the Mayor’s remarks for public release;
- Creating reports on broadcast news coverage;
- Searching for relevant stories in television broadcasts, radio, and traditional media outlets;
- Additional research projects in support of short- and long-term communications needs.

Qualifications:

- An interest in local politics and a passion for New York City;
- Self-motivated to find the latest news;
- Familiarity with the New York City media landscape highly encouraged;
- Superior attention to detail;
- Speedy and accurate typist;
- 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;
- High School Student candidates must be an enrolled and registered at a High School.
Salary:
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: State Legislative Affairs Intern
Intern Job ID: State Legislative Affairs-Intern

The Mayor’s Office for State Legislative Affairs is seeking dedicated and passionate interns to assist in its capacity to progress forward the State Legislative Agenda of the City of New York.

About the Office:

The Office of State Legislative Affairs serves as the governmental affairs and advocacy arm of the City of New York before the New York State Legislature and Executive Branch. The Office advances the Mayor’s legislative initiatives as well as tracking and providing positions on all legislation that impacts the City of New York.

About the Role:

Interns will assist the State Legislative Affairs office during the Legislative Session in Albany, New York. Interns will develop a thorough understanding of the legislative process in New York State as well as the legislative and budget priorities of the City of New York.

Responsibilities include but are not limited to:

- Researching and tracking legislation
- Drafting summaries and memoranda on pending legislation
- Covering legislative committees, hearings and sessions
- Working with legislative and executive branch staff and elected officials
- Interfacing with city agencies
- Assisting the office with administrative functions, distributing legislative memoranda and other functions as needed.

Qualifications:

- Candidates must be enrolled in an accredited College or Graduate or Law School and be a registered student accumulating credits. Employment is conditioned upon continuance as a student in a college or graduate school. Office will facilitate validation of the internship for school credits. Internship is accepted at all Capitol Region schools.
- Prefer a student with a background in political science, public administration, government, urban planning, communications or law.
- The position requires excellent writing, research, and interpersonal skills.
Salary:
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers
Citywide Event Coordination and Management (CECM)

Position Title: Citywide Event Coordination and Management Intern
Intern Job ID: CECM – Intern

The Mayor’s Office of Citywide Event Coordination and Management (CECM) & Street Activity Permit Office (SAPO) are seeking an exceptional individual with strong communication and organizational skills to work on a variety of projects to support day to day office operations.

About the Office:

New York City is the backdrop for many iconic events. From special events like the visit of Pope Francis and New Year’s Eve in Times Square to local community events like block parties, the Mayor's Office of Citywide Event Coordination and Management (CECM) supports all applicants as they plan their upcoming events. CECM provides oversight on all event permitting activities; advises and assists the Mayor in the coordination of policies, procedures and operations in relation to permitting; and reviews the coordination of street activities and pedestrian plaza events. CECM also works directly with other permitting agencies to ensure active communication with residents, community boards and business improvement districts, so events in our City are both safe and enjoyable for all. The Street Activity Permit Office (SAPO) is an office within CECM. The function of SAPO is to issue permits for street festivals, block parties, farmers markets, commercial or promotional events, and other events on the City's streets, sidewalks and pedestrian plazas while protecting the interests of the City, the community, and the general public.

About the Role:

Interns for CECM & SAPO would work to support both teams by completing tasks and assisting on projects to aid essential office operations. Interns would assist the CECM events team in the planning, coordinating, and execution of events to ensure safe and successful events. Interns would also assist the SAPO permitting team in the retrieval of applications, and organization of documentation to ensure properly permitted events. Interns must possess strong communication, computer, and writing skills, and be able to work efficiently and independently on assigned projects and tasks.

Responsibilities include but are not limited to:

- Attend walkthroughs, meetings, conference calls, and event inspections (including some nights and weekends)
- Prepare documents and presentations for meetings, and compose meeting minutes
- Answer phones to assist permit applicants with questions
- File permits and organize files to prepare for archival
- Scan and upload documents and permits to the Citywide Event Management System (CEMS)
- Run permit searches in the CEMS, and organize the excel reports
Qualifications:

- Must be a College Undergraduate or Graduate student
- 1 year minimum event experience or related coursework
- Relevant Skills to possess: event experience, team player, detail oriented, strong verbal and written communication, organized, ability to work independently, understanding of Microsoft Word, Excel, and PowerPoint
- 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: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: Speechwriting Intern
Intern Job ID: Communications-Speechwriting Intern

The Mayor’s Office of Communications is seeking a self-motivated Speechwriting Intern to join the Speechwriting team in researching and drafting a wide range of public remarks for the Mayor.

About the Office:

The Mayor’s Office of Communications leads the effort to inform, update, and engage New Yorkers on this administration’s progress fighting income inequality and ensuring that every child gets a quality education, that every community is safe, and that every New Yorker has an affordable home.

The Speechwriting team is specifically responsible for communicating the Mayor’s vision and policies, crafting all of his official remarks on a broad range of issues, and for many different kinds of events.

About the Role:

The Speechwriting Intern works on the Speechwriting team, within the Mayor’s Office at City Hall. This person will join in brainstorming, message development, and speech drafting; and will dive deep into researching and analyzing the Mayor’s past statements, as well as policy matters and city history.

It’s a great chance to for someone who cares about civics, government, and political communication or writing generally to learn hands-on how speeches get made, and to get a rich sense of the many players, policies, and programs that make New York tick.

As part of a small, highly-interactive and high-stakes team, this person should be self-motivated, curious, and attentive to detail, and excited to steep themselves in the sound and substance of the Mayor’s voice.

Responsibilities include but are not limited to:

• Analyzing current news, press materials, and remarks as delivered
• Conducting extensive research into past speeches, policies, and a range of community issues
• Drafting soundbites, event remarks, and other statements or materials
• Supporting special team projects, with the option to attend mayoral speeches citywide
Qualifications:

- At least two years of college, with a focus in English, Communications, History, Political Science or other humanities-based work
- Excellent written and verbal communication skills; strong interpersonal skills
- Solid knowledge of media and politics; knowledge of or an ability to quickly learn about NYC
- Ability to self-motivate and multitask across a range of long-term projects

- Each college student candidate must be an enrolled and registered student currently accumulating credits 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: $15.50 per hour
Graduate Students: $17 per hour

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
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 inner-workings 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 to 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.
- High School Student candidates must be an enrolled and registered at a High School.
- The intern should have strong written and verbal communication skills, the ability to work independently and a desire to learn about government and community issues

Salary:
- High School Students: $13 per hour
- Undergraduate College Students: $15.50 per hour
- Graduate Students: $17 per hour

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
Position Title: Civic Engagement Intern
Intern Job ID: MODA- Civic Engagement Intern

MODA Civic Engagement Intern

The Mayor’s Office of Data Analytics seeks a Civic Engagement Intern to assist the Director of Civic Engagement and Strategy in managing civic engagement commitments from New York City agencies and producing community events for New York City’s open data and civic technology community.

Specific responsibilities include:

- Assisting in large scale event production for civic tech and subject area-specific communities (e.g., real estate community) related to NYC Open Data
- Assisting in the analysis and follow up with 75+ City Agencies’ civic engagement commitments around Open Data
- Supporting in the development of Open Data Week 2019

Basic Qualifications

- Currently pursuing a bachelor’s or master’s degree in marketing, public policy, or related field
- Excellent writing and communication skills (email, phone, in person)
- Experience planning events
- Excellent organizational skills and fine attention to detail
- Familiarity with applications of civic data and technology
- Substantial curiosity in policy and operations of local government

About the Office:
The Mayor’s Office of Data Analytics (MODA) is New York City’s incubator for actionable analytics. MODA assists agencies in applying creative analytical thinking to City data to enforce laws more effectively, prioritize risk more strategically, and deliver services more equitably. Learn more about the office at nyc.gov/analytics.

About NYC Open Data:
The Mayor’s Office of Data Analytics and the Department of Information Technology and Telecommunications (DoITT) partner to form the Open Data team. The NYC Open Data platform has more than 2,100 datasets provided by 75+ agency partners and sees an average of 30,000 visits per week. Learn more at nyc.gov/opendata.

Compensation: $15.50/hour for undergraduate students, $17/hour for graduate students

Schedule: Minimum 15 hours/week on-site at MODA’s offices in downtown Manhattan. Work schedule is flexible. The 2018-2019 internship period is October 2018 to April 2019. Candidates who can commit to both Fall and Spring semesters preferred.
MODA Graduate Intern

The NYC Mayor’s Office of Data Analytics (MODA) seeks a highly motivated Fall Intern to assist in MODA’s NYC Analytics Ecosystem research project, which was launched in summer 2018. The goal of the project is to develop actionable guidelines on structuring, staffing, and managing analytics teams in local government, benchmark the analytical maturity of City agencies, assess how data informs agency decision making, and inform MODA’s strategic planning.

About the Role:

The intern will be responsible for gathering and synthesizing information on the analysis tools, type of analytics performed (e.g., research, GIS, routine performance reporting, operational analytics, data science), data culture, and organizational structure of analytics teams in City agencies. The research will be conducted through interviews and a survey. The Organizational Strategy intern will report to the MODA Special Advisor.

Responsibilities include:

• Interviewing agency analytics leadership
• Distributing and ensuring high response rate for analyst benchmarking survey
• Analyzing and developing insights from survey data
• Synthesizing interview and survey results and drafting detailed case studies on studied agencies
• Writing copy for internal and public reports
• Presenting results to MODA leadership and other stakeholders in City government

Qualifications:

• Superb written and verbal communication skills
• Facility developing research plans and conducting stakeholder interviews
• Data analysis experience, ideally experience with survey data
• 1-2 years of experience in management consulting, organizational design, process analysis, or change management preferred but not required

About the Office:

The Mayor’s Office of Data Analytics (MODA) is New York City’s incubator for actionable analytics. MODA assists agencies in applying creative analytical thinking to City data to enforce laws more effectively, prioritize risk more strategically, and deliver services more equitably through:

• Tactical engagements to deliver analytical insight to a given topic or domain area
• Strategic engagements to build citywide analytics capacity

Learn more about the office at nyc.gov/analytics.

Compensation: $17/hour.

Schedule: Minimum 15 hours/week on-site at 100 Gold Street, New York, NY 10038. Work schedule is flexible. The 2018-2019 internship period is October 2018 to April 2019. Candidates who can commit to both Fall and Spring semesters preferred.
Position Title: Web Analytics Intern
Intern Job ID: MODA- Web Analytics Intern

MODA Web Analytics Intern
The Mayor’s Office of Data Analytics seeks a Product Analytics intern to help the NYC Open Data Team better understand and optimize how 30,000 weekly users navigate the NYC Open Data platform.

About the Role:
Reporting to the MODA Director of Civic Engagement and Strategy, the Product Analytics intern will be responsible for organizing and analyzing raw data on user traffic, customer service and data assets to help inform Open Data strategy and program management. In particular, the intern will:

• Organize, clean, and analyze raw data from a variety of sources including but not limited to Google Analytics, the Open Data Help Desk (Screendoor tool), and Socrata (data platform vendor)
• Produce and distribute regular reports on web traffic and user engagement
• Improve upon an automated dashboard (in beta) visualizing web traffic and operations data
• Ad-hoc projects as required by the NYC Open Data team

The position will also enjoy a high degree of autonomy, and additional projects based on the intern’s skillset and interests may be scoped over the course of the internship.

Preferred Qualifications:
• Currently pursuing undergraduate or graduate degree
• Experience manipulating data in excel and python; experience with AWS or Dash is a plus
• Good written communicator
• Curiosity about policy and operations of local government
• Enthusiasm about government transparency

About the Office:
The Mayor’s Office of Data Analytics (MODA) is New York City’s incubator for actionable analytics. MODA assists agencies in applying creative analytical thinking to City data to enforce laws more effectively, prioritize risk more strategically, and deliver services more equitably. Learn more about the office at nyc.gov/analytics.

About NYC Open Data:
The Mayor’s Office of Data Analytics and the Department of Information Technology and Telecommunications (DoITT) partner to form the Open Data team. The NYC Open Data platform has more than 2,100 datasets provided by 75+ agency partners and sees an average of 30,000 visits per week. Learn more at nyc.gov/opendata.

Compensation: $15.50/hour for undergraduate students, $17/hour for graduate students
Schedule: Minimum 15 hours/week on-site at MODA’s offices in downtown Manhattan. Work schedule is flexible. The 2018-2019 internship period is October 2018 to April 2019. Candidates who can commit to both Fall and Spring semesters preferred.
Position Title: Environmental Law Intern
Intern Job ID: OER- Environmental Law Intern

OER Internship in Environmental Law

The New York City Mayor’s Office of Environmental Remediation (OER) seeks a recent law school graduate or third year law student for an unpaid internship in environmental law. OER operates the nation’s only voluntary brownfield cleanup program run by a municipality. The office works with developers and land owners across New York City to address site contamination issues as the first step in the redevelopment of private property.

The successful candidate will provide legal support for the office’s remedial programs. In the process, the intern will learn about the land development process, environmental review, and administrative rule-making, conduct real estate work, and be exposed to environmental policy. Prior legal interns have said their experience at OER diversified their resume and advanced their job search. The legal intern will conduct research, draft documents, and attend interagency meetings. Knowledge of environmental law and administrative law is preferred. Excellent oral and written communication skills are required.

For further information about OER and its programs, go to www.nyc.gov/oer
Position Title: Geology/Engineering Intern
Intern Job ID: OER- Geology/Engineering Intern

About OER
The NYC Mayor’s Office of Environmental Remediation (OER) designs and implements the City’s brownfield cleanup and redevelopment initiatives. The NYC Voluntary Cleanup Program (NYC VCP), the nation’s first municipally-run cleanup program, offers remedial oversight and liability protection to property owners and developers of over 100 sites each year. Brownfields are sites where redevelopment is complicated by the presence of contamination, such as from prior site uses, historic fill, or chemical spills. The office manages the NYC Clean Soil Bank that arranges the reuse of clean soil from deep excavations to provide substantial financial and environmental benefits.

OER also supports Community Brownfield Planning Areas and administers the Brownfield Incentive Grant (BIG) program, which provides funding for the investigation and cleanup of brownfield sites as well as grants to community-based organizations conducting planning around brownfields. Additional OER programs and initiatives include the E-Designation Review Program for hazardous materials, air quality, and noise; Green Property Certification; and community engagement activities. To learn more about OER, please visit www.nyc.gov/oer.

Internship Description
Interns work closely with technical staff to advance OER initiatives and projects. The office environment is dynamic and flexible. Examples of intern responsibilities include:

- Assist with technical review of NYC cleanup projects and project documentation
- Assist in research/reviews/cataloguing of historical OER remediation projects
- Attend consultant meetings to gain understanding of the remediation industry
- Research regulatory guidance and funding sources
- Assist with OER’s sustainability initiatives (e.g. green infrastructure, clean soil bank, resiliency surveys)
- Draft OER newsletter articles and educational materials
- Assist in updating OER’s website and social media
- Provide outreach, planning, and support for brownfield workshops, events, and educational initiatives
- Work with the NYC Brownfield Partnership and its community benefit programs
- Provide feedback on brownfield web applications
- Track OER correspondence, including e-mails and 311 information
- Use and test OER’s SPEED environmental mapping and search tool to produce maps and gather information

Internships at OER are part of the Mayor’s Office Internship Program, which may include a speaker series and a service project, as well as the work assignment at OER.

Qualifications
- Demonstrated college coursework or work experience in one or more of the following fields: environmental or brownfield investigation/remediation, geology, hydrogeology, civil engineering, environmental engineering,
  chemical engineering;
- Interest in economic development, real estate, urban planning, and government preferred;
- Demonstrated analytical, time management, and leadership skills;
- Excellent written and verbal communication skills and the ability to work independently;
- Proficiency with MS Office programs (Word, Excel, PowerPoint, Outlook) (required);
- Experience with MS Access; HTML; Adobe Acrobat, Photoshop, and InDesign; and/or GIS software and/or open source mapping applications (e.g. Google Earth) (preferred).
The Mayor’s Office of Scheduling & Advance is seeking an intern to assist with the planning and production of Mayoral events in Fall 2018.

About the Office:

The Advance Team plays a critical role in managing the logistics of all Mayoral events, press conferences, photo-ops, town halls, roundtables, parades, and speeches across the five boroughs. The team coordinates with Community Affairs, Legislative Affairs, Intergovernmental Affairs, Communications, and the City Hall Press Team to scout locations for events, oversees all production and stage elements before and during events (audio, video, visuals, displays, camera, lights, etc), manages program participants and audience, and overall ensures events are properly executed.

About the Role:

Advance interns will assist in each part of the planning and production of Mayoral events. They will help scout locations, coordinate with other teams within City Hall, and assist in the execution of Mayoral events on the ground. Ideal candidates should be flexible, communicative, and detail-oriented.

Responsibilities include but are not limited to:

- The logistical production of press conferences, town-hall style meetings, roundtables, parades, and staged productions attended by the Mayor and Senior City Officials.
- Event staging, including sound and lighting, and liaising with vendors.
- On site-visits and location scouts throughout the city and will assist in taking pictures, measurements, and creating event diagrams.
- Larger special projects including key events such as State of the City, City Hall in Your Borough, the Mayor’s Town Hall tour of every council district in the City.
- Other special projects such as assembling look-books, briefings, assisting in procurement of items and organization of materials/paperwork/props for events.
- Intern will need to have the ability to prioritize and effectively manage multiple tasks in a fast-paced work environment, have a willingness to learn, be adaptable in a variety of past-paced situations and be a problem solver.

Qualifications:
• Experience in event planning, stage or television production, political or issue campaigns, working in the office of an elected official, event operations, or project management are a plus.

• 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.

• High School Student candidates must be an enrolled and registered at a High School.

**Salary:**

- High School Students: $13 per hour

- Undergraduate College Students: $15.50 per hour

- Graduate Students: $17 per hour

**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**
The Mayor’s Office of Special Projects & Community Events is seeking a Special Events Intern to assist with event preparation tasks and onsite event management and set-up.

About the Office:

In support of the Mayor and First Lady's commitment to honor the diverse communities of our City, the Mayor’s Office of Special Projects and Community Events (MOSPCE) organizes, manages and directs Mayoral public ceremonies, celebrations and receptions, in partnership with city agencies and with the support of the private sector. These special events are hosted at Gracie Mansion—also known as the People's House—and other iconic sites across the City.

About the Role:

Under the direction of the Event Managers and the Associate Director of Events, the intern will observe and assist with various projects assigned by the Mayor’s Office of Special Projects & Community Events. The Special Events Interns will assist with the planning and coordination of events, including onsite set-up and break-down.

Responsibilities include but are not limited to:

- Supporting Event Managers and Event Coordinators with administrative tasks in preparation for all MOSPCE events.
- Assisting with answering phones and responding to guest requests via email.
- Assisting with the development and maintenance of guest lists, event logistics and guest reports.
- Providing onsite event execution by being staffed in various event roles as necessary.
- Assisting with the creation of hard and soft copy files; closing out files after event concludes.
- Other assignments as needed.

Qualifications:

- Current or undergraduate college students must be 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.
- Strong interpersonal, verbal (including phone work) and written communication skills.
• Basic computer processing skills, including Microsoft Office and Internet; HTML and Design experience a plus.
• Interest in event planning/management, communications, marketing, customer service, data entry, politics, research, and/or government
• Ability to work in a multicultural and diverse environment.
• Available to work events in evenings as needed (flexible to school hours).

**Salary:**

- High School Students: $13 per hour
- Undergraduate College Students: $15.50 per hour
- Graduate Students: $17 per hour

*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*
Office to Combat Domestic Violence

Position Title: Digital Communications Intern
Intern Job ID: MOCDV – Communications Intern 1

The Mayor’s Office to Combat Domestic Violence is seeking a Communications intern to support its Digital and Social Media work.

About the Office:

The Mayor’s Office to Combat Domestic Violence (OCDV) oversees the citywide delivery of domestic violence services, develops policies and programs, and works with diverse communities to increase awareness of domestic violence. OCDV works alongside city agencies, community based and advocacy organizations, local leaders, and service providers to expand access to services citywide for victims and their children to receive the help that they need.

About the Role:

The Digital Communications Intern will be a part of the Communications team, contributing to public messaging and planning, execution and implementation of media outreach initiatives and public facing items and platforms including but not limited to websites, social media, graphics, and publications. This position will work closely with and report to the Communications Manager, and collaborate with staff from all teams on Communications initiatives, with possibly frequent interaction with staff across the agency, including senior staff.

Responsibilities include but are not limited to:

- research, write, and proofread in support of updating the Office’s primary website and a resource portal;
- develop on-message content to partner, inform, and support strategy implementation for social media channels such as Facebook, Twitter, and Instagram; and
- create and package graphics and other digital tools to support key awareness months (including DV in October, Elder Abuse in January, Sexual Assault in April).
- candidate may also provide administrative support, develop printed materials, engage in relationship building with partners on social media, and other related tasks.

Qualifications:

- Communications, marketing, journalism, or related fields of study preferred
- Keen interest and/or previous work experience in domestic and gender-based violence helpful
- Strong communication skills and multitasking helpful
• 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.

• High School Student candidates must be an enrolled and registered at a High School.

**Salary:**

High School Students: $13 per hour

Undergraduate College Students: $15.50 per hour

Graduate Students: $17 per hour

*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*
The Mayor’s Office to Combat Domestic Violence (OCDV) oversees the citywide delivery of domestic violence services, develops policies and programs, and works with diverse communities to increase awareness of domestic violence. OCDV works alongside city agencies, community based and advocacy organizations, local leaders, and service providers to expand access to services citywide for victims and their children to receive the help that they need.

The Communications team is seeking an intern to support its Press & Events work, including

- research, writing, and proofreading in support of building the Office’s press/media contacts database;
- develop on-message content to partner, inform, and support strategy implementation for social media channels such as Facebook, Twitter, and Instagram; and
- support events and event planning for key awareness months (including DV in October, Elder Abuse in January, Sexual Assault in April).

The candidate may also provide administrative support, develop printed materials, engage in relationship building with partners on social media, and other related tasks.

Keen interest and/or previous work experience in domestic and gender-based violence helpful.
Position Title: **NYC Family Justice Center, Queens Intern**

Intern Job ID: **OCDV - NYC Family Justice Center, Queens Intern**

The Mayor’s Office to Combat Domestic Violence (OCDV) is seeking an intern to help support the operations of our NYC Family Justice Center in Queens.

**About the Office:**

The Mayor’s Office to Combat Domestic Violence (OCDV) formulates policies and programs; monitors the citywide delivery of domestic violence services; and works with diverse communities to increase awareness of domestic violence. The New York City Family Justice Centers are one initiative of OCDV, established in collaboration with the District Attorney’s Offices in each borough, other City agencies, and community-based organizations. The Family Justice Center (FJC) offers coordinated services to survivors of domestic violence, sex trafficking and elder abuse in one location mainly through on-site personnel who work for partner organizations such as nonprofit organizations and other city agencies.

**About the Role:**

The **Intern** will provide support to the Queens Family Justice Center (QFJC) Administrative Team with the daily operation of the Center, including administrative tasks, programming, training and outreach. The QFJC Administrative Team consists of the Center’s Executive Director, Deputy Director and Director of Programs and Community Partnerships

Responsibilities include but are not limited to:

- Respond to public requests and calls for general information about services available at the QFJC.
- Manage the waiting area and hospitality suite to ensure a welcoming environment for clients.
- Update daily staff availability calendars and other tools.
- Organize and track office supply and pantry deliveries.
- Assist with general administrative duties, including scanning, Share Point data entry, and more.
- Assist in preparing for on-site trainings, client programming and events. Prepare materials and space for the events.
- Compile outreach event materials, promo items, print power points and prepare sign-in sheets.
- Assist with human trafficking survivor services, including research on new services, trends, Human Trafficking Intervention Court observation, and more.
Qualifications:

- Very strong organizational, interpersonal/collaborative, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, work independently and within a team environment, including experience with working with individuals from diverse cultures;
- Ability to work well in a team environment and with all levels of supervisory and frontline staff;
- Comfort level with giving public presentations and conducting trainings for small audiences;
- 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.
- High School Student candidates must be an enrolled and registered at a High School.

Salary:
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: NYC Family Justice Center, Staten Island-Intern
Intern Job ID: OCDV - NYC Family Justice Center, Staten Island-Intern

The Mayor’s Office to Combat Domestic Violence (OCDV) is seeking an intern to help support the operations of our NYC Family Justice Center in Staten Island.

About the Office:

The Mayor’s Office to Combat Domestic Violence (OCDV) formulates policies and programs; monitors the citywide delivery of domestic violence services; and works with diverse communities to increase awareness of domestic violence. The New York City Family Justice Centers are one initiative of OCDV, established in collaboration with the District Attorney’s Offices in each borough, other City agencies, and community-based organizations. The Family Justice Center (FJC) offers coordinated services to survivors of domestic violence, sex trafficking and elder abuse in one location mainly through on-site personnel who work for partner organizations such as nonprofit organizations and other city agencies.

About the Role:

The Intern will provide support to the Staten Island Family Justice Center (SIFJC) Administrative Team with the daily operation of the Center, including administrative tasks, programming, training and outreach. The SIFJC Administrative Team consists of the Center’s Executive Director, Deputy Director and Director of Programs and Community Partnerships

Responsibilities include but are not limited to:

- Provide front desk and/or children’s room coverage as needed to support client flow.
- Organize and track office supply and pantry deliveries.
- Track, organize and maintain FJC kitchen supplies.
- Assist in preparing for on-site trainings, client programming and events. Prepare materials and space for the events.
- Organize and maintain client pantry and shared staff spaces.
- Compile outreach event materials, promo items, print power points and prepare sign-in sheets.
- Support in the management of training and event RSVP lists. Develop and send training attendance letters.
- Assist in the management of the SIFJC master training log.
- Support outreach efforts by attending tabling events and conducting outreach within Staten Island Community with a member of the SIFJC Admin Team.
Qualifications:

- Very strong organizational, interpersonal/collaborative, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, work independently and within a team environment, including experience with working with individuals from diverse cultures;
- Ability to work well in a team environment and with all levels of supervisory and frontline staff;
- Comfort level with giving public presentations and conducting trainings for small audiences;
- 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.
- High School Student candidates must be an enrolled and registered at a High School.

Salary:

High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: NYC Family Justice Center, Staten Island-Intern
Intern Job ID: OCDV - NYC Family Justice Center, Staten Island-Intern

The Mayor’s Office to Combat Domestic Violence (OCDV) is seeking an intern to help support the operations of our NYC Family Justice Center in Staten Island.

About the Office:

The Mayor’s Office to Combat Domestic Violence (OCDV) formulates policies and programs; monitors the citywide delivery of domestic violence services; and works with diverse communities to increase awareness of domestic violence. The New York City Family Justice Centers are one initiative of OCDV, established in collaboration with the District Attorney’s Offices in each borough, other City agencies, and community-based organizations. The Family Justice Center (FJC) offers coordinated services to survivors of domestic violence, sex trafficking and elder abuse in one location mainly through on-site personnel who work for partner organizations such as nonprofit organizations and other city agencies.

About the Role:

The Intern will provide support to the Staten Island Family Justice Center (SIFJC) Administrative Team with the daily operation of the Center, including administrative tasks, programming, training and outreach. The SIFJC Administrative Team consists of the Center’s Executive Director, Deputy Director and Director of Programs and Community Partnerships

Responsibilities include but are not limited to:

- Provide front desk and/or children’s room coverage as needed to support client flow.
- Organize and track office supply and pantry deliveries.
- Track, organize and maintain FJC kitchen supplies.
- Assist in preparing for on-site trainings, client programming and events. Prepare materials and space for the events.
- Organize and maintain client pantry and shared staff spaces.
- Compile outreach event materials, promo items, print power points and prepare sign-in sheets.
- Support in the management of training and event RSVP lists. Develop and send training attendance letters.
- Assist in the management of the SIFJC master training log.
• Support outreach efforts by attending tabling events and conducting outreach within Staten Island Community with a member of the SIFJC Admin Team.

**Qualifications:**

• Very strong organizational, interpersonal/collaborative, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, work independently and within a team environment, including experience with working with individuals from diverse cultures;
• Ability to work well in a team environment and with all levels of supervisory and frontline staff;
• Comfort level with giving public presentations and conducting trainings for small audiences;
• 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.
• High School Student candidates must be an enrolled and registered at a High School.

**Salary:**

High School Students: $13 per hour

Undergraduate College Students: $15.50 per hour

Graduate Students: $17 per hour

*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*
Position Title: Press Office Intern

Intern Job ID: Press Office – Intern

The Mayor’s Press Office is seeking an intern eager to learn about the media landscape in New York City and assist the press team with daily office operations.

About the Office:

The Mayor’s Press Office is tasked with communicating with journalists about the Mayor’s initiatives and policies. Press secretaries answer media inquiries, issue press releases, and prepare the Mayor for press conferences and interviews.

About the Role:

The Mayor’s Press Office Intern is expected to support the day to day work of the office and assist with special projects. Our intern will also have the opportunity to staff events and press conferences with the Mayor. The ideal candidate is detail-oriented, self-sufficient, and has good judgment.

Responsibilities include but are not limited to:

• Drafting, editing, and distributing press releases and the Mayor’s public schedule
• Managing incoming media calls and emails
• Assisting at mayoral press conferences and events
• Conducting media research and analysis

Qualifications:

• Must be a student currently enrolled in college or graduate school
• Strong writing skills

Salary:
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Chief of Staff

Position Title: Chief of Staff Intern
Intern Job ID: COS - Intern

ORGANIZATIONAL PROFILE: The Mayor’s Office is seeking summer interns with prior work/internship/campaign experience to assist staff with day-to-day administrative duties and special projects. We are committed to ensuring that interns have an opportunity to develop professional skills that support their career interests.

The Mayor’s Chief of Staff and his team are dedicated to advancing the Administration’s agenda. The Chief of Staff’s team, which is comprised of the Mayor’s Deputy Chief of Staff, Scheduler and Deputy Scheduler, Advance and Body Teams, as well as Briefer, manages daily operations relating to the Mayor’s schedule, policy agenda, events, etc.

JOB RESPONSIBILITIES: The job responsibilities provide not only a great opportunity to perform interesting and engaging work, but also provide a window into the multifaceted, daily workings of city government. Interns will work in a dynamic, fast-paced environment with a dedicated team of professionals who will share their knowledge of city government with them. Job responsibilities include, but are not limited to:

- Drafting and editing briefings for the Mayor
- Copy-editing the Mayor’s speeches
- Drafting acknowledgements for the Mayor’s events
- Responding to scheduling requests from constituents
- Database maintenance, which includes data entry and reporting
- Management, coordination and execution of special projects, initiatives and organizational events
- Assisting with administrative and organizational support, as needed

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Must be currently enrolled in an undergraduate or graduate level of study and be in good academic standing. All majors welcome.
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, be a team player, prioritize duties, work independently, pay close attention to detail and work well under pressure.
- Ability to maintain a positive work ethic and focus, while working in a demanding professional environment.
- Excellent written, verbal and interpersonal skills
- Excellent proofreading skills
- Strong research skills, ability to use online databases
- Proficiency in Microsoft Suite
The Mayor’s Community Affairs Unit (CAU) is the direct link between the Mayor and New York’s communities. CAU organizes participation in key mayoral initiatives at the community level through direct contact with community boards, organizations, and city residents. CAU plays an active role in public events across the five boroughs and in connecting to New York’s diverse communities.

Interns will gain experience in government and community organizing while working side by side with senior office staff to carry out the Mayor’s key initiatives across New York City. Internships with CAU will provide an opportunity to assist with and attend many government and community events and get an inside look at New York City government. Ideal candidates will be highly reliable and motivated, independent, sociable, and comfortable in high pressure situations. This is a perfect opportunity for students focusing on areas such as public affairs, public policy, and political science.

Multiple internships are available. Based on skills and interests, internships may be designated to focus on key constituency, geography, or program areas.

**Responsibilities may include but are not limited to:**

- Assisting Borough Directors and Deputy Commissioners with community engagement and organizing, including meetings, presentations, public activities.
- Identifying and cultivating relationships and opportunities around major issues, in neighborhoods, or with key constituencies.
- Planning, preparing for, and attending meetings and events, logistics coordination, and event promotion.
- Preparing and researching background documents; briefings, summaries, and presentations.
- Providing overall administrative and project support.
- Assisting with the development of social media outreach and communications.
- Helping build and maintain constituent tracking systems, and databases.
- Maintaining event calendars and databases, logistics coordination, and event promotion.
- Assisting with correspondence and constituent case management.

**Preferred Qualification and/or Skills:**

- Excellent organizational, interpersonal, written, communication, and analytical skills;
- Ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team;
- Proficiency in Microsoft Word, Excel and PowerPoint, and general internet research;
- Ability to prioritize and handle multiple assignments, including the ability to manage time and work independently, while paying close attention to details in the process of accomplishing tasks and problem solving;
- Ability to work with all levels of staff, inside and outside of the city and other governmental and nongovernmental agencies and/or organizations;
• A strong ability to conduct online research and a confidence in navigating social media platforms.
• Proficiency in a language other than English highly desirable.

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
ORGANIZATIONAL PROFILE:

The Mayor’s Office of Appointments (MOA) is dedicated to advancing the Mayor's vision of a diverse and inclusive team of senior leaders in city government. Working across all city agencies and mayoral offices, MOA’s Talent Development team serves a critical role by providing talent recruitment and development support for the Administration’s senior leadership. Additionally, MOA’s Appointments team advises the Mayor on over 300 boards and commissions that fall under his purview. These boards execute important policy decisions with regards to city infrastructure, culture, and community priorities.

MOA is committed to ensuring that interns have an opportunity to develop professional skills that support their career interests. Our staff meets with interns one-on-one to offer professional development guidance. Additionally, interns will visit City Hall and will attend our speaker series, which provides a unique opportunity to engage with the Administration’s senior leadership.

JOB RESPONSIBILITIES:

The job responsibilities provide not only a great opportunity to perform interesting and engaging work, but also provide a window into the multifaceted, daily workings of city government. Interns will work in a dynamic, fast-paced environment with a dedicated team of professionals who will share their knowledge of city government with them. Job responsibilities include, but are not limited to:

- Completing research assignments for the Appointments and Talent Development teams, including compiling and summarizing data, as well as presenting findings to the teams
- Composing and/or drafting communications (written and oral)
- Database maintenance, which includes data entry and reporting
- Management, coordination and execution of special projects, initiatives, and organizational events
- Assisting with administrative and organizational support, as needed

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Must be currently enrolled in an undergraduate or graduate level of study and be in good academic standing. All majors welcome.
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, be a team player, prioritize duties, work independently, pay close attention to detail and work well under pressure.
- Ability to maintain a positive work ethic and focus, while working in a demanding professional environment.
- Excellent written, verbal and interpersonal skills
- Excellent proofreading skills
- Strong research skills, ability to use online databases
- Proficiency in Microsoft Suite

WORK SCHEDULE: Must be able to work a minimum 15-20 hours per week
Position Title: Organizing and Outreach Intern
Intern Job ID: MOIA- Organizing and Outreach Intern

About the Office:
The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities. Under the de Blasio administration, we have prioritized three broad goals: enhance the economic, civic and social integration of immigrant New Yorkers; facilitate access to justice for immigrant New Yorkers; and advocate for continued immigration reforms at all levels of government in order to eliminate inequities that impact New York’s immigrant communities. From creating a municipal ID program for all New Yorkers, to launching an immigration legal services program that provides free and safe legal support for every immigrant New Yorker in their neighborhood and in their language, our initiatives and programs help millions of immigrants build safer, more stable, and more economically viable lives in New York City. We are dedicated to making New York City a safe and open community for all who live here, regardless of immigration status.

About the Role:
Working in coordination with MOIA’s Organizing and Outreach team, the intern will work on the following tasks. Responsibilities include but are not limited to:

- Supporting operational duties including creating fliers, organizing lists of stakeholders, compiling data reports
- Attending tabling and canvassing events in the field to support organizers with IDNYC pop-ups and community events
- Conducting research on organizers’ turf to create in-depth profiles around demographics, council member statistics, etc.

Qualifications:

- Some college
- Bilingual or multi-lingual preferred
- 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: $15.50 per hour
Graduate Students: $17 per hour
Position Title: Legal Intern
Intern Job ID: OPS – Legal Intern

The Mayor’s Office of Operations (Operations) undertakes projects that make government more effective, efficient and equitable. It works to make a government of over 40 agencies and 300,000 employees more cost-effective and coordinated in carrying out its day-to-day business, and more accessible to the more than 8.5 million residents the City serves. Operations also monitors the performance of all City agencies, holding each agency accountable for providing high quality services and making data about the City’s performance readily available to the public. Through specific initiatives, such as multiagency data integration projects designed to improve access to and coordination of services for vulnerable populations, Operations plays a significant role in the City’s work to promote equity and opportunity.

The Mayor’s Office of Information Privacy (MOIP) works to protect the privacy of New Yorkers’ identifying information, while maximizing data sharing across agencies where permitted by law. MOIP aims to increase access to and strengthen coordination of services for individuals and families, and to encourage innovative projects throughout the City that advance equity and opportunity. MOIP is headed by the City’s Chief Privacy Officer (CPO), who works to strengthen and coordinate responsible Citywide data-sharing practices. In collaboration with agencies, the CPO will also work to improve the way the City uses data to inform fair, equitable policies and best practices.

**Position Description:**

The legal internship will be located within Operations’ Legal Affairs unit, which serves a general counsel role within Operations and also houses the Office of Information Privacy. The unit, through its Office of Information Privacy, is also tasked with implementing and ensuring citywide agency compliance with laws and regulations related to information privacy, including but not limited to the City’s new Identifying Information Law, as well as providing guidance to City agencies on federal, state, and local laws, policies, and protocols related to the collection, retention, and disclosure of identifying information. Across these functions, the Legal Affairs unit identifies creative legal solutions to complex legal challenges, in collaboration with City agencies and the City’s Law Department; advises on the applicability of federal, state and local laws and regulations in advancing priority mayoral and multiagency initiatives; drafts and negotiates agreements between and among City agencies and external partners; and provides guidance for and coordinates with agencies on information privacy issues. The Legal Intern will perform a wide range of activities to provide legal and analytic support for Operations’ work, including legal and factual research on topics including but not limited to information privacy and data security issues. The Legal Intern may be responsible for one or more discrete projects and help oversee the expected project(s) to completion.

**Specifications:**

Operations is seeking one to two law students (rising 2L or 3L) for this part-time internship.
Qualifications:

- Applicants must have strong legal research skills, be capable of complex legal analytical work, and have the ability to write and communicate clearly and effectively.
- Applicants must be self-motivated with strong interpersonal and organizational skills.
- Applicants must have a strong commitment to work in the public interest.
- Applicants with an interest in information privacy and data security preferred.
- Advanced knowledge and familiarity with Lexis or Westlaw and MS Office programs.
Position Title: Policy Intern
Intern Job ID: OPS – Policy Intern

The Mayor’s Office of Operations undertakes projects that make government more customer-focused, innovative, and efficient. The Office of Operations works to make a government of over 40 agencies and 300,000 employees more cost effective and coordinated in carrying out its day-to-day business, and more accessible to the 8 million residents the City serves. The Office of Operations also monitors the performance of all City agencies, holding each agency accountable for providing high quality services and making data about the City’s performance readily available to the public.

Description:

The Policy Intern position will be located within the Mayor’s Office of Operations.

The Intern will serve as technical and analytical support to the Project Management Team, which is responsible for coordinating interagency efforts and assisting with agency-specific issues to streamline operations and encourage collaboration (where appropriate). Additionally, each Intern may also be responsible for one or more discrete projects and be expected to manage the project(s) to completion. As the Office of Operations manages several projects spanning all City agencies, we will work with each intern to find projects geared towards each intern’s academic interests and professional goals.

Initiatives include, but are not limited to: (a) new strategies for information sharing, such as introducing technological systems/databases that create greater efficiency and common data pools, (b) connecting agencies with overlapping functions to ensure the most effective use of resources and consistent outcomes, (c) analyzing agency operations to identify and, when appropriate, implement operational efficiencies (d) working with agencies to enhance customer service to New York City residents and businesses.

Job Responsibilities for the Policy Intern include, but are not limited to:

- Providing analytical assistance to team members, including quantitative and qualitative data analysis, the evaluation of best practices, and the identification and assessment of operational improvement opportunities at different agencies.
- Providing project management assistance, including developing and maintaining project plans and other documents, managing and coordinating project elements, reviewing agency and interagency work products, and ensuring efficient progress on implementation.

Preferred Skills:

- Experience which demonstrates a proven record of providing analytical and/or technical assistant for complex, interdisciplinary projects involving multiple stakeholders;
- Experience mediating among groups with competing perspectives and implementing projects that improve operational efficiency preferred;
- An understanding of urban issues, especially New York City government and current city affairs/politics;
- An understanding of New York City’s operational agencies;
- Ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems;
- Flexibility, multi-tasking capability, and enthusiastic work ethic;
- Strong written, verbal and interpersonal communication skills;
- Advanced knowledge of MS Office (i.e. Microsoft Word, Excel, PowerPoint, MS Project, MS Video) and internet research;
Position Title: Communications and Office Management Intern
Intern Job ID: NYC Service - Communications and Office Management Intern

NYC Service is seeking a Communications and Office Management Intern to support the comms team with social media, website administration, and external communications.

About the Office:

NYC Service Mission: The mission of NYC Service is to promote volunteerism, engage New Yorkers in service, build volunteer capacity, and mobilize the power of volunteers and national service members to impact New York City’s greatest needs.

About the Role:
The Communications and Office Management Intern will report to the Communications and Office Manager and will work across the NYC Service team to ensure that all expectations and goals are met. The intern will be responsible for drafting social media content, tracking daily engagement. Additionally, the candidate will support users with managing their NYC Service accounts. Lastly, the Intern may also be asked to staff special projects, events, and days of service during their internship and provide photography support.

Responsibilities include but are not limited to:

Social Media Content Writing/Research
- Craft postings for NYC Service social media channels such as FB, Twitter, Instagram
- Monitor Social media account activity and engagement daily
  - Produce weekly social media reports
- Manage the NYC Service website volunteer postings
  - Review and approve website opportunities
  - Communicate with users
  - Identify volunteer opportunities to promote
- Research and execute opportunities for NYC Service to develop new types of content (GIFS, BuzzFeed quizzes, Canva graphics, etc.)
- Identify new channels NYC Service can utilize to recruit volunteers and promote volunteerism and national service.

Office Management and Communications Support
- Respond to Mayoral Correspondents
- Monitor and respond to inquiries from the NYC Service email box
- Support NYC Service events
  - Taking photos
o Setting up and breaking down materials

Other Duties May Include:
  o Creating branded documents
  o Assisting with general administrative and logistical duties, including research, and answering 311 calls, as needed
  o Other administrative tasks as necessary

Qualifications:

• Excellent written and verbal Communication skills
• Ability to work, share ideas and respect others in multicultural environment
• Knowledge of existing social media platforms and trends
• Experience using social media to promote an organization or cause
• 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.
• High School Student candidates must be an enrolled and registered at a High School.

Salary:
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: National Service and Recruitment Intern
Intern Job ID: NYC Service - National Service and Recruitment Intern

NYC Service is seeking a National Service and Recruitment Intern to support the national service program team with member onboarding and recruitment.

About the Office:

NYC Service Mission: The mission of NYC Service is to promote volunteerism, engage New Yorkers in service, build volunteer capacity, and mobilize the power of volunteers and national service members to impact New York City’s greatest needs.

About the Role:

This Intern for NYC Service will primarily report to the Service Year Operations Manager and work with the entire national service program team to ensure that all of their expectations and goals are met around AmeriCorps member onboarding, compliance, fiscal reporting and program support. The Intern may also be asked to staff special projects, events, and days of service during their internship.

Responsibilities include but are not limited to:

National Service Recruitment

• Support National Service Operations
  o Prepare and update contact information for the new NYC Service contact management system (Salesforce)
  o Prepare elements of budget and fiscal reports including tracking payment authorization forms
  o Support the collection, filing and storage of member documents

• Support National Service Recruitment by:
  o Updating information on National Service web pages
  o Updating career sites with NYC Service AmeriCorps posting
  o Tabling at community recruitment events

• Support the onboarding of National Service members by:
  o Creating pre-onboarding communication for accepted applicants
  o Staffing onboarding sessions
  o Filing applicant documents and supporting onboarding systems

• Support NYC Service events by:
  o Providing logistical support including pre-event communications, check-in support, event setup and tear down and gathering and collating materials
  o Taking photos during the event for NYC Service social media
Other Duties May Include:
- Assisting with general administrative and logistical duties, including research, and answering 311 calls, as needed

Qualifications:
- Ability to work, share ideas and respect others in multicultural environment
- Experience using Microsoft Office Suite
- 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.
- High School Student candidates must be an enrolled and registered at a High School.

Salary:
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: Public-Private Partnerships Fall Intern (2018)
Intern Job ID: NYC Service - Public-Private Partnerships Fall Intern (2018)

NYC Service is seeking a Public-Private Partnerships Fall Intern to support the implementation of the team’s corporate service efforts, particularly as they relate to three key projects/initiatives.

About the Office:

NYC Service Mission: The mission of NYC Service is to promote volunteerism, engage New Yorkers in service, build volunteer capacity, and mobilize the power of volunteers and national service members to impact New York City’s greatest needs.

About the Role:
The Public-Private Partnerships Intern will report to Public-Private Partnerships Coordinator and work closely with the Public-Private Partnerships Team to support the implementation of the team’s corporate service efforts, particularly as they relate to three key projects/initiatives: (1) NYC STEP (Success Through Engaging Professionals), NYC Service’s flagship corporate mentoring program, (3) the Good for Me. Good for My City. campaign, through which we provide custom mentoring project support to corporate partners, and (3) Be In-Kind, NYC Service’s first year-round in-kind resource development effort. The intern will also be responsible for connecting inquiring companies to nonprofit partners and provide event planning and database management support. The Public-Private Partnerships Intern may also be asked to staff special projects, events, and days of service during their internship.

Responsibilities include but are not limited to:
Support Public/Private Partnerships events
- Providing logistical support including pre-event communications, check-in support, event setup and tear down and gathering and collating materials
- Assisting in developing PowerPoint presentations and one pagers as needed
- Taking photos during the event for NYC Service social media
- Providing specified and tailored support subject to the following events and initiatives: Mayoral Service Recognition Program, NYC STEP, Citywide Speed Mentoring, Good for Me. Good for My City. Campaign.

Support in facilitating connections between the public and private sector
- Responding to incoming service project inquiry forms as directed by the Public/Private Partnerships Coordinator.
- Conducting service project follow-ups to determine impact and metrics of successful connections.
Update the NYC Corporate Service Look Book, a digital guide of nonprofits and their corporate volunteer engagement programs
  o Conduct outreach to existing nonprofits represented in the Look Book to ensure quality/accuracy of marketing materials.
  o Conduct outreach to new nonprofits partners to get them involved/represented in the Look Book.
  o Manage the update of the Look Book using PDF and Word.
  o Work closely with the Communications Manager to post the revised Look Book on the NYC Service website.
  o Work closely with the Communications Manager to ensure social media promotion of the Look Book.

Maintain and update all team trackers and databases
  o Updating the trackers to reflect the most up to date contacts and interactions
  o Synthesizing data to provide key analysis and metrics on a monthly basis:

Assisting with general administrative and logistical duties, including research, and answering 311

Qualifications:

• Communication skills, ability to work in multicultural environment,
• Microsoft Office
• Positive Attitude
• Team Player
• Customer Service Experience a plus
• 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.
• High School Student candidates must be an enrolled and registered at a High School.

Salary:
High School Students: $13 per hour
Undergraduate College Students: $15.50 per hour
Graduate Students: $17 per hour

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
Position Title: Volunteer Strategy & Development Intern (2018)

NYC Service is seeking a Volunteer Strategy & Development Intern to support outreach and research for Volunteers Count as well as the NYC Neighborhood Collaborative.

About the Office:

NYC Service Mission: The mission of NYC Service is to promote volunteerism, engage New Yorkers in service, build volunteer capacity, and mobilize the power of volunteers and national service members to impact New York City’s greatest needs.

About the Role:
The Volunteer Strategy & Development Intern will report to the Volunteer Strategy and Development Coordinator and will work with the Coordinator to ensure that all expectations and goals are met. The Intern is required to work a minimum of **16-20 hours per week**. Lastly, the Intern may also be asked to staff special projects, events, and days of service during their internship.

Responsibilities include but are not limited to:

Volunteers Count/Research
- Monitor Survey Gizmo account activity and engagement daily
- Manage the Volunteers Count master list
- Research and create a list of 200 nonprofit organizations that have not participated in Volunteers Count
- Identify new channels NYC Service can utilize to engage new organizations in Volunteers Count

NYC Service Neighborhood Collaborative Support
- Research to identify potential neighborhoods
- Craft evaluation surveys (digital & physical) that will be distributed to participants of the initiative
- Support Neighborhood Collaborative events
  - Taking photos
  - Setting up and breaking down materials

Other Duties May Include:
- Creating branded documents
- Inputting data received from the physical evaluation surveys into an online database
Qualifications:

- Communication skills, ability to work in multicultural environment, project planning, Microsoft Office
- 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.
- High School Student candidates must be an enrolled and registered at a High School.

Salary:

High School Students: $13 per hour

Undergraduate College Students: $15.50 per hour

Graduate Students: $17 per hour

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
Mayor’s Office of Recovery and Resiliency

Position Title: GIS Intern
Intern Job ID: Office for Recovery and Resiliency – Intern Role 1

The Mayor’s Office for Recovery and Resiliency is seeking a Fall Intern with extensive experience using GIS. The intern will:

1. Launch a public-facing community energy mapping tool to guide investment in resilient and sustainable energy resources to help meet the City’s resiliency and sustainability goals, and

2. Aggregate existing data on land use, buildings, and climate risks within a format that enables ORR staff to perform simple desktop analyses and queries.

About the Office:

The New York City Mayor’s Office of Recovery and Resiliency (ORR) oversees the City’s multilayered OneNYC climate resiliency program. Grounded in the best available science as developed by the New York City Panel on Climate Change, ORR works to ensure that the city's neighborhoods, economy, and public services will be ready to withstand and emerge stronger from the impacts of climate change and other 21st century threats.

About the Role:

The GIS intern will work within ORR’s Energy and Infrastructure team and work occasionally with the Land Use & Buildings team. For the community energy mapping tool, the intern will design map layers that illustrate the technical feasibility of different energy sources and prioritize projects to meet the City’s resiliency and sustainability goals. Sample energy projects include: solar, heat pumps, wind, and storage. The land use, buildings, and climate risks task will result in a web-based interface for staff from ORR and other city agencies to understand climate risks to city-owned assets.

Responsibilities include but are not limited to:

- Collecting, cleaning, and analyzing data
- Designing map layers in GIS
- Conducting spatial analyses to identify priority projects
- Assisting in the design of the public-facing tool
- Collaborating with city agencies, project stakeholders, and community groups to inform design
**Qualifications:**

- Educational requirements: graduate study preferred
- Demonstrated ability to conduct independent GIS data collection and analysis required, preferably within New York City.
- Strong statistical understanding
- Experience in website design a plus
- Experience or demonstrated interest in the urban resilience, sustainability or energy sectors

**Salary:**

Undergraduate College Students: $15.50 per hour

Graduate Students: $17.00 per hour

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
Position Title: Social and Economic Resilience Intern
Intern Job ID: Office of Recovery and Resiliency – Intern Role 2

The Mayor’s Office of Recovery and Resiliency is seeking an Intern to contribute to the implementation of key initiatives within the Cool Neighborhoods NYC strategy as well as our economic resiliency initiatives. In June of 2017, Mayor de Blasio announced the launch of Cool Neighborhoods NYC, a new $106 million program designed to help keep New Yorkers safe during extreme heat, and protect against the worst impacts of rising temperatures from climate change.

About the Office:

The New York City Mayor's Office of Recovery and Resiliency (ORR) oversees the City's multilayered OneNYC climate resiliency program. Grounded in the best available science as developed by the New York City Panel on Climate Change, ORR works to ensure that the city's neighborhoods, economy, and public services will be ready to withstand and emerge stronger from the impacts of climate change and other 21st century threats.

About the Role:

The intern will work within the Social and Economic Resiliency team.

Responsibilities include but are not limited to:

- Assisting the Be A Buddy initiative, a two-year, multi-stakeholder pilot to promote community cohesion with:
  - Community outreach preparation and communications development.
  - Training preparation and coordination.
- Assisting with the City’s outdoor temperature monitoring network (may require time outdoors with little to no strenuous work).
  - Temperature data collection.
  - Urban Heat Island mitigation and adaptation research.
- Assisting with the team’s small business resiliency work including:
  - Data analysis of business assessments.
Qualifications:

- Educational requirements: graduate study preferred
- Demonstrated experience in academic research and writing.
- Demonstrated interest in urban ecology and/or community resilience.
- Preferred
  - Demonstrated experience in community outreach.

Salary:
Undergraduate College Students: $15.50 per hour
Graduate Students: $17.00 per hour

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
Position Title: Program Coordination & Delivery Team Intern
Intern Job ID: Office for Recovery and Resiliency – Intern Role 3

The Mayor’s Office for Recovery and Resiliency is seeking an Intern with experience in project management and strategic planning. The intern will help to launch the development of a citywide climate adaptation roadmap that will reflect progress made since Hurricane Sandy, evaluate the city’s current climate vulnerability landscape, and update the city’s strategic plan for adapting to and thriving in a changing climate.

About the Office:

The New York City Mayor's Office of Recovery and Resiliency (ORR) oversees the City's multilayered OneNYC climate resiliency program. Grounded in the best available science as developed by the New York City Panel on Climate Change, ORR works to ensure that the city's neighborhoods, economy, and public services will be ready to withstand and emerge stronger from the impacts of climate change and other 21st century threats.

About the Role:

The intern will work within the executive and Program Coordination & Delivery (PCD) team.

Responsibilities include but are not limited to:

- Coordinating the project among multiple teams within ORR, across the City and project stakeholders
- Assisting with the collection, cleaning, and analysis of data
- Coordinating and planning workshops
- Assisting in the design of the roadmap
- Developing PowerPoint decks and other materials as needed

Qualifications:

- Educational requirements: graduate study preferred
- Demonstrated experience in project management, strategic planning, research and writing
- Preferred:
  - Strong understanding of climate change, resilience, environmental science or community and economic development
Salary:
Undergraduate College Students: $15.50 per hour
Graduate Students: $17.00 per hour

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
Position Title: Land Use + Buildings Intern
Intern Job ID: Office of Recovery and Resiliency – Intern Role 4

The Mayor’s Office of Recovery and Resiliency is seeking a Fall Intern to contribute to programs within the Land Use & Buildings team. Intern responsibilities may span a variety of issues pertaining to the physical resilience of New York City’s land resources and building stock.

About the Office:

The Mayor’s Office of Recovery and Resiliency (ORR) oversees New York City’s multilayered OneNYC Climate Resilience Program. Grounded in the best available science developed by the New York City Panel on Climate Change, ORR works to ensure that the city’s households, neighborhoods, economy, and public services will withstand and emerge stronger from the impacts of climate change and other threats.

About the Role:

The Land Use + Buildings Intern will work within ORR’s Land Use + Buildings Team. Responsibilities may include, but are not limited to, the following:

- Research into retrofit measures to improve building resilience in collaboration with the Mayor’s Office of Sustainability; and
- Assist with the Land Use + Buildings Team strategic planning and portfolio prioritization, including research into the climate adaptation practices of other cities within the area of land use and buildings.
- Creation of a series of maps and/or graphics that summarize the types of climate threats in New York City’s neighborhoods and types of interventions/actions that ORR and community partners are undertaking to make neighborhoods more resilient.

Qualifications:

- Educational requirements: advanced undergraduate or graduate study in architecture, landscape architecture, urban planning, urban design, or public policy;
- Strong interest in urban resilience and climate adaptation;
- Understanding of the landscape of non-governmental partners who are building physical resilience in New York City’s neighborhoods.
- Demonstrated experience in research and writing. Preferred experience with one or more of the following:
  - GIS database queries and analysis
  - Preparing graphic illustrations to convey concepts related to building or urban planning issues is preferred.
**Salary:**
Undergraduate College Students: $15.50 per hour
Graduate Students: $17.00 per hour

*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*