



Office of the Mayor

Mayor's Press Office

Position Title: Press Intern

Job ID Number: 46042

Education Level: Undergrad, Graduate

The Mayor's Press Office is seeking an energetic and curious intern, specifically interested in the media and communications field.

About the Office:

The Mayor's Press Office at City Hall is responsible for media monitoring, responding to media inquiries, preparing senior administration officials for media interviews, and planning media events designed to communicate accurate, timely information to the public.

About the Role:

Responsibilities include but are not limited to:

- Draft media advisories, press releases and other briefing documents for the media and public;
- Work with the deputy press secretaries and the broader communications team at press conferences and interviews with senior administration officials, including the mayor;
- Update lists and contact information for office systems and for distribution;
- Operate in a fast-paced environment, with a high level of professionalism, often under short deadlines and in high-pressure situations.

Qualifications:

- Educational requirements: at least one year of college completed.
- Able to travel to/from events by public transportation, if necessary.
- Great communication skills, ability to work in multicultural environment.
- College Student candidates must be an enrolled and registered student accumulating credits. Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

Salary:

Undergraduate College Students: \$15.75 per hour

Graduate Students: \$17 per hour

To Apply Select: [2023 Summer Internship Program Application](#)

Applicants can select and apply to a maximum of three (3) positions within the application. A completed application includes:

- Most recent resume
- Cover letter
- One (1) essay question
- All required fields completed

The Office of the Mayor and the City of New York are equal employment opportunity employers.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor's Office visit the [Mayor's Office Job's Page](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at HR@cityhall.nyc.gov.