



## Deputy Mayor for Health & Human Services

**Position Title:** Intern Analyst or Project Manager, Asylum Seeker Operations, Office of the Chief of Staff  
**Job ID Number:** 46048  
**Education Level:** Graduate Student

The Deputy Mayor for Health & Human Services is seeking an intern to support the city's response to the rapid influx of asylum seekers from the Southern Border.

### **About the Office**

The Office of the Chief of Staff is currently leading, with the Office of the Deputy Mayor for Health and Human Services, the city's humanitarian response to the influx of asylum seekers. In one year the city's shelter population has risen over 70% due to this influx. To address this humanitarian crisis, Mayor Adams declared a state of emergency in October of 2022. The crisis has only deepened since then. The city's response is unique throughout the nation and includes:

- Legal supports to ensure pathways to asylum and work authorization.
- Advocacy to ensure support from Federal and State partners.
- Workforce training
- Opening more than 91 shelters to meet the need of the asylum seekers.
- Enrolling more than 12,500 asylum seekers in school
- Food and clothing donations
- Collaboration with faith-based organizations and multitudes of nonprofits.

### **About the Role:**

The intern would support a diverse portfolio of strategic policy, management, and community relations work. Specifically looking for support on budget, project management, or general policy.

The ideal candidate would be strong communicator and writer, with the ability to work independently and exercise good judgment in sensitive situations. They would have a "no job too small" mentality, engaging in simple and complex assignment with enthusiasm and diligence.

Responsibilities include but are not limited to:

- Research projects
- Writing memos
- Collecting and organizing information
- Creating spreadsheets and PowerPoint presentations
- Events and meeting planning
- Note-taking and ensuring follow up in meetings
- Liaison to internal and external partners
- Analyzing data
- Project Management

**Qualifications:**

- Well-organized
- Strong writing and communications skills
- Strong interpersonal and organization skills
- Flexibility to work on a variety of projects simultaneously
- Proficiency with Microsoft Outlook, Excel and PowerPoint (advanced analytics skills in Excel not required)
- Enrolled in a Masters program

**Salary:**

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