



## Director of Intergovernmental Affairs | Office of Federal Affairs

Position Title: Federal Legislative Intern  
Job ID Number: 46017  
Education Level: Undergrad, Graduate

The Mayor's Office for **Federal Affairs** seeks a motivated, reliable, and detail-oriented student with a passion for public policy to fill a full-time internship position for the upcoming semester in the Washington, D.C. Office. This in-person paid internship is fast-paced, dynamic, rewarding, and internship provides interns with an exceptional opportunity to explore city and federal government.

### **About the Office:**

The Federal Affairs Office is the intergovernmental liaison between city government and the federal government and is responsible for presenting the City of New York's interests to Congress and the Executive Branch. The office is based in Washington, D.C.

### **About the Role:**

The Office of Federal Affairs are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties.

Responsibilities include but are not limited to:

- Attending Congressional briefings;
- Drafting Congressional correspondence letters;
- Performing legislative research and analysis; and
- Provide critical project support to the Director of Federal Affairs and the office staff.

### **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;
- Strong analytical skills, attention to detail and ability to synthesize information into communications and messaging quickly and effectively are important qualities;
- Excellent writing, communication, and research skills;
- Ability to report to the Washington, D.C. office in-person;
- An interest in government/public sector; and
- A demonstrated ability to be a team player in a fast-paced environment.

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