



Director of Communications | Office of Research and Media Analysis

Position Title: Research Intern
Job ID Number: 46015
Education Level: Undergrad, Graduate

About the Office:

The Mayor's Office of Research and Media Analysis is responsible for monitoring media coverage related to the mayor, his policies and actions, and performing research in support of the mayor's communications priorities.

About the Role:

- Monitoring news sites and social media in real-time and disseminating breaking stories
- Helping to transcribe the mayor's remarks for public release
- Assisting to compile early morning or evening press clippings
- Drafting reports on broadcast news coverage
- Searching for relevant stories in television broadcasts, radio, traditional media outlets, and community papers
- Additional research projects in support of short- and long-term communications needs

Qualifications:

- Undergraduate student
- An interest in local politics and a passion for New York City (candidates with local ties are highly encouraged)
- Self-motivated to find the latest news
- Strong writing and editing skills
- Accurate proofreader
- Superior attention to detail

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.