



## Mayor's Office of Policy and Planning

Position Title: Policy and Planning Intern  
Job ID Number: 46026  
Education Level: Undergrad, Graduate, High School

The Mayor's Office for Policy and Planning is seeking a student summer intern for the 2023 Mayor's Office Internship Program.

### **About the Office:**

The Mayor's Office of Policy and Planning, within the office of the First Deputy Mayor, manages policy development and implementation in key areas of Mayor Eric Adams' wide-ranging policy portfolio. In the first year of the administration, the Mayor's Office of Policy and Planning designed and spearheaded efforts to enact the first expansion of the Earned Income Tax Credit in twenty years in the most recent state budget; a property tax abatement for property owners who retrofit space to create new childcare seats; and a business income tax credit that allows businesses to claim a credit for providing free or subsidized childcare for employees. Among the other strategic policy projects that it manages at the direction of the Mayor and First Deputy Mayor, it also manages the Mayor's Capital Process Reform Task Force, which has a mandate of delivering comprehensive recommendations on capital project delivery from project initiation to closeout; negotiates Project Labor Agreements on behalf of the City; and serves as the central coordinating body for the administration for all policy matters related to the Metropolitan Transportation Authority.

### **About the Role:**

Under supervision, the Office of Policy and Planning's intern can expect to be involved in several policy development and delivery projects about a variety of topics.

Responsibilities include but are not limited to:

- Providing qualitative and quantitative research on assigned topics
- Concisely reporting key relevant research findings; making written and verbal recommendations based on research
- Reviewing local, state and federal legislation and legislative proposals to assess implications for the City
- Writing policy briefings
- Drafting materials and correspondence
- Providing general support on projects as assigned

### **Qualifications:**

- Must be 16 years of age or older
- If you are a high school student, you must have current working papers/employment certification at the time of application

- High School Student candidates must be an enrolled and registered at a High School or accepted to an undergraduate degree program
- 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:	\$15 per hour
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).