



Counsel to the Mayor

Position Title: Legal Intern

Intern Job ID: 3015

Education Level: Graduate

The Office of the Counsel to the Mayor serves as the primary legal advisor to the Mayor and City Hall staff. This fast-paced, dynamic and rewarding paid internship provides interns with an exceptional opportunity to explore city government. Interns will assist attorneys with providing legal guidance on legislation, policy matters, compliance, ethics, and transparency. Interns will also attend meetings with the Counsel to the Mayor and senior administration staff, and have access to professional development programming, including mentorship by senior attorneys.

About the Role:

Interns will assist on a number of ongoing projects. Key tasks will include:

- **Independent Research:** Research various local, state and federal laws, court decisions and legal authorities, and other legal documents;
- **Project Support:** Provide critical legal support to the Counsel to the Mayor and the Office's other attorneys; and
- **Coordination:** Work with senior administration officials on various transparency projects, including lobbyist reporting and compliance with the Freedom of Information Law.

Skills and Qualifications:

- Currently enrolled at an accredited law school. Completion of 1L year or higher and in good academic standing;
- 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;
- An interest in government/public sector; and
- A demonstrated ability to be a team player in a fast-paced environment.

SALARY:

Graduate Student \$17 per hour

To Apply:

Click on [Internship Candidate Application](#) and submit an application, resume, cover letter and essay.

New York City Residency Is Required Within 90 Days Of Appointment

The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers