



Director of Communications | Office of Ethnic and Community Media

Position Title: Ethnic and Community Media Intern
Job ID Number: 46014
Education Level: Undergrad, Graduate

The Mayor's Office of Ethnic and Community Media is seeking an intern with specific interest in the multicultural communications field.

About the Office:

New York City is one of the most diverse cities in the world, and the news publications its residents read and consume reflect that diversity.

The Mayor's Office of Ethnic and Community Media promotes City services and programs through partnerships with a diverse array of Ethnic and Community Media outlets and Community Based Organizations/Nonprofits that serve people across the five boroughs.

The Mayor's Office of Ethnic and Community Media, the first Mayoral Office of its kind in the United States, was established by Local Law 83 of 2021, which requires that Mayoral Agencies spend at least half of their advertising budget on Ethnic and Community Media outlets.

About the Role:

The Ethnic & Community Media Intern will be responsible for working directly with the Project Manager to manage the 300+ Ethnic & Community media in the City, especially for Print media.

Responsibilities include but are not limited to:

- Daily in-bound print media categorization and archival
- Media archival database management and updates
- Basic data collection and analytics
- Internal communications with the Office of Ethnic and Community Media and other departments/offices

Qualifications:

- Great communication skills, ability to work in multicultural environment.
- Excellent in EXCEL, WORD, PowerPoint, and Google Sheets.
- Attention to detail. Have the "No Task is Too Small" attitude.
- 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:

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.