



Mayor's Office of Appointments

Position Title: Boards and Commissions Intern
Job ID Number: 46029
Education Level: Undergrad, Graduate

The Mayor's Office of Appointments (MOA) is seeking a motivated individual with excellent research, writing and communication skills.

About the Office:

Serving approximately 8.4 million people, the government of New York City addresses some of the greatest urban challenges in the world. Within that government, the Mayor's Office of Appointments (MOA) is responsible for helping the Mayor choose candidates for more than 200 boards and commissions vital to the operation and growth of the City. Additionally, MOA serves a critical role by providing talent recruitment and development support for the Administration, helping to build a strategy to create a sustainable and diverse talent pipeline for the Administration's senior leadership positions. To assist our office in its service to the City, we're looking for a self-motivated individual to serve on a team that manages a suite of innovative programs to help strengthen and diversify the leadership for the government of the City of New York.

About the Role:

Reporting to the Deputy Director of the Mayor's Office of Appointments ("MOA"), the Boards & Commissions Intern will help to build and implement a strategic plan for appointments to the City's leadership team, which consists of the approximately 200 boards and commissions that fall under the Mayor's purview.

- The Boards & Commissions Intern must be a highly qualified individual
- The Boards & Commissions Intern reports directly to the Deputy Director of Appointments and works collaboratively with other members of the Team.

Responsibilities include but are not limited to:

- Assist with keeping trackers, databases, and memos up to date.
- Work with Boards & Commissions team to articulate team goals and priorities.
- Assist with administrative tasks of the Mayor's Office of Appointments
- Maintain collegial, professional, and respectful environment on the team.

Qualifications:

- Excellent communication, writing, analytical, and organizational skills.
- Flexibility to quickly shift work priorities to meet the demands of time-sensitive projects.
- Strong problem-solving skills and attention to detail.
- Ability to complete work independently with broadly defined work objectives.
- An understanding of New York City's operational agencies and political environment is a plus.

- 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.