



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Deputy Mayor for Strategic Initiatives

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Contact: Internship Program

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Agency Description

The NYC Mayor's Office administers all city services, public property, most public agencies, and enforces all city, state, and federal laws within New York City. New York City's Mayor, Eric Adams is head of the executive branch of New York City's government. Mayor Adams has served the people of New York City as an NYPD officer, State Senator, and Brooklyn Borough President. The Adams' Administration is leading the fight to make New York City's economy stronger, reduce inequality, improve public safety, and build a stronger, healthier city that delivers for all New Yorkers. As an agency, we value fairness, helpfulness, transparency, leadership and build our teams around these values. For current job opportunities visit our [careers page](#).

Unit Description

The Mayor's Office is comprised of over 50 business units; 42 of which are participating in the summer internship program. Within each unit, interns will have the chance to collaborate with staff and work on a range of projects. These projects may include conducting research, attending meetings, managing incoming inquiries, analyzing data, drafting briefings, staffing events, assisting with outreach, and supporting special

projects. Additionally, interns will engage in Speaker Series to learn more about the inner-workings of City government. These talks are held at historic City Hall, and guest speakers include Deputy Mayors, Commissioners, Program Directors, and other senior staff. Interns will also tour various Mayors' Office facilities across our city.

Lastly, interns will engage in a service project with NYC Service, a business unit focused on volunteerism and service in NYC. Interns will come together to develop a service project. The goal is to design and execute a project that will impact our most deserving communities and uplift New Yorkers in need. Previous projects have included Little League Ball Field Restoration, NYC Parks clean-up, Tree planting and Beach clean-up

Position Title Office of the Mayor Summer Intern

Internship Responsibilities

As a summer intern, you will have the opportunity to support initiatives aimed at promoting collaboration, innovation, and effectiveness within the nonprofit community. This internship offers hands-on experience in public service, community engagement, and project management.

Responsibilities include but are not limited to:

- **Research and Analysis:** Conduct research on best practices, trends, and challenges facing the nonprofit sector. Analyze data to identify areas for improvement and inform policy recommendations.
- **Program Support:** Provide administrative support for various programs and initiatives, including drafting documents, preparing presentations, and managing databases.
- **Project Management:** Assist in the planning, implementation, and evaluation of projects aimed at addressing community needs and advancing the goals of the Mayor's Office for Nonprofit Services.
- **Collaboration:** Collaborate with colleagues across city departments and external partners to coordinate efforts, share resources, and maximize impact.
- **Other Duties:** Perform other duties as assigned to support the overall mission and goals of the Mayor's Office for Nonprofit Services.

Qualifications/Special Skills/Area of Study

- Strong research, analytical, and problem-solving skills.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders
- Detail-oriented and organized, with the ability to manage multiple tasks and deadlines.

- Passion for public service, community development, and the nonprofit sector.
- 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.
- High School Student candidates must be an enrolled and registered at a High School.

Application Process

To Apply Select: [2024 Summer Internship Program Application](#)

Salary Range \$16 - \$18 per hour

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

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