



MAYOR'S OFFICE FOR INTERNATIONAL AFFAIRS
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INTERNSHIP PROGRAM

STRATEGIC PARTNERSHIPS INTERN

Organization Profile: The Mayor's Office for International Affairs serves as the liaison between the City and New York City's international community, which includes 193 Permanent Missions, 115 Consulates and the citizens they serve, and the headquarters of the United Nations. At the direction of Mayor de Blasio and under the leadership of Commissioner Abeywardena, the Office is building a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers and share policies and best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community and New York City's agencies and local neighborhoods.

Internship Description: Every semester, the Mayor's Office for International Affairs offers internships to exceptional students interested in government, international affairs, and communications. Our staff works closely with New York City's diplomatic and consular communities, as well as with various City agencies. Interns assigned to the Mayor's Office for International Affairs are responsible for assisting staff in their day-to-day activities on a range of issues. This includes:

- Researching and drafting briefing memos for events, meetings and prospective engagement for strategic partnerships.
- Conducting outreach to the international diplomatic community and the wider NYC community on programs and events organized by the Office and other NYC agencies, such as IDNYC and NYC Junior Ambassadors.
- Preparing weekly reports to inform senior staff on engagement.
- Managing databases of information for Consulates General and Permanent Missions to the UN.
- Providing logistical support for events hosted by the Office.
- Supporting staff in meetings by taking notes and preparing readouts.

Interns must possess excellent speaking, writing, and computer skills (including Excel) and be able to efficiently work collaboratively and with minimal guidance.

Time Commitment and Requirements: Internships run on an academic calendar, with separate sessions for the fall, spring and summer semesters. During the fall and spring, only a part-time commitment (a minimum of 15 hours per week) is required. During the summer, we require a full-time commitment from our interns (Monday through Friday, 9:00 a.m. to 5:00 p.m.). Special consideration will be given to those interns who are able to work full-time in fall and spring semesters. All internships are unpaid. If interns would like to pursue course credit for their internship, they must coordinate all necessary approvals and documentation with their college or university. Interns are responsible for their own travel and housing expenses.

Application Instructions: To apply, please submit both your current résumé and a cover letter to IA@cityhall.nyc.gov. In the subject line of your e-mail submission, please specify the particular session for which you are applying—Fall, Spring, or Summer—and “Internship.” Only applicants being considered will be contacted. Please do not call to inquire about the status of your application.

For more information please visit our website: <http://www.nyc.gov/international>