



MAYOR'S OFFICE FOR INTERNATIONAL AFFAIRS  
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## LEGAL INTERNSHIP

**Organization Profile:** The Mayor's Office for International Affairs serves as the primary liaison between the City of New York and its international community, which includes 193 Permanent Missions, 114 Consulates and the citizens they serve, and the headquarters of the United Nations. Under the direction of Mayor de Blasio and Commissioner Penny Abeywardena, the Office is committed to 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:** The Mayor's Office for International Affairs offers internships to exceptional law students and graduates who are interested in politics, local government, diplomacy, and international affairs. The legal intern will work on a variety of projects, which will be both legal and operational in nature and may include:

- Drafting research memoranda on the law applicable to a wide array of local, international and diplomatic legal issues
- Assisting with the planning and implementation of trainings or workshops on legal issues impacting the diplomatic and consular community
- Assisting with dispute resolution involving individual diplomats, Missions or Consulates
- Development of an efficient and effective system for post-emergency consular notification in a manner consistent with the Vienna Convention on Consular Relations
- Refining and assisting with the implementation of case management system
- Reviewing and organizing legal archives
- Assisting with general office management tasks

The intern must possess excellent legal research, legal writing, speaking, time management, and project management skills. The intern must be able to work quickly, collaboratively, and with minimal guidance. Please consider these criteria carefully before applying.

**Time Commitment:** 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 two full days 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 law school.

### Application Instructions:

The NYC Mayor's Office has a centralized internship application process. Application Instructions: To apply for an internship, please apply [here](#) and indicate an interest in International Affairs. In your cover letter, please indicate your interest in the Legal 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>.