MAYOR'S OFFICE FOR INTERNATIONAL AFFAIRS
2 United Nations Plaza, New York, New York 10017
(212) 319-9300 • Fax (212) 319-3430

INTERNSHIP PROGRAM

POLICY INTERNSHIP

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, 114 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 affairs, media relations, communications and policy. Our staff works closely with New York City's diplomatic and consular communities, as well as with various City agencies. Policy interns assigned to the Mayor's Office for International Affairs will assist staff in their day-to-day activities and provide support in the following areas.

Policy Intern:

- Work closely with Policy Associate to conduct background research on a variety of topics;
- Work with the Media Relations and Communications team to assist with the creation of shareable infographics;
- Assist in the drafting and publication of longer term research projects, as appropriate;
- Assist with messaging on social media platforms as it relates to policy areas;
- Provide clerical and other administrative support as required

Interns must possess excellent speaking, writing, and computer skills and be able to efficiently work collaboratively and with minimal guidance. For the media relations and communications internship position, experience or familiarity with an array of social media platforms, including Twitter and Tumblr and experience with Photoshop, is desirable.

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 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.

Application Instructions: To apply for a summer internship, please apply here and indicate an interest in International Affairs. In your cover letter, please indicate your interest in the Policy internship. Only applicants being considered will be contacted. Please do not call to inquire about the status of your application.