



MAYOR'S OFFICE FOR INTERNATIONAL AFFAIRS
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LEGAL FELLOWS PROGRAM

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, 115 Consulates and their constituent communities, and the United Nations. Under the direction of Mayor de Blasio and Commissioner Penny Abeywardena, the Office is building a global platform from which the City can promote its goals for a more just and equitable society. The Office also fosters collaboration between the international community, New York City agencies, and local neighborhoods.

Fellowship Description: Every semester, the Mayor's Office for International Affairs offers internships (interns are known in-office as Legal Fellows) to exceptional law students or law graduates who are interested in politics, local government, diplomacy, and international affairs. Daily tasks may include, but are not limited to, the following opportunities:

- Drafting research memoranda concerning relevant issues of local, international, and diplomatic law;
- Managing constituent matters and incidents;
- Lobbying for and facilitating criminal prosecutions involving diplomats;
- Reviewing legal archives;
- Preparation of materials and events that provide access to justice and City services to the diplomatic and consular community;
- Attending diplomatic meetings, and preparing reports of those meetings for the team;
- Assisting in the administration of the Diplomatic Parking Program;
- Participating in dispute resolution involving individual diplomats, Missions or Consulates;
- Assisting with general office management tasks

Interns must possess excellent speaking, writing, and computer skills (including familiarity with an array of social media platforms, Outlook, and Excel) and be able to efficiently work collaboratively and with minimal guidance. Due to space constraints, we only accept one or two legal fellows per semester. For this reason, only candidates with a demonstrated interest in international and/or municipal law, exemplified through relevant employment experience and/or mastery of relevant coursework, will be considered. Please consider these criteria carefully before applying.

Time Commitment: Fellowships adhere to 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 summers, 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 fellows who are able to work full-time in the 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:

Please send your résumé, cover letter, and transcript (unofficial is fine) to internationalaffairs@cityhall.nyc.gov. Indicate in the subject line that you are applying for an internship and the semester(s) for which you are applying (e.g. "Legal Fellowship — Summer 2016"). Candidates for Summer 2016 fellowships should submit their applications no later than February 1, 2016. Due to the volume of applicants, we are unable to acknowledge individual submissions or accept phone calls for general inquiries. Rather, queries should be sent to IA@cityhall.nyc.gov.

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