



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

INTERNSHIP PROGRAM

MEDIA RELATIONS AND COMMUNICATIONS 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, 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 affairs, media relations and communications. Our staff works closely with New York City's diplomatic and consular communities, as well as with various City agencies. Media Relations and Communications 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:

- Draft communications tools (press releases, media advisories, etc.);
- Maintain media lists and databases;
- Assist with maintaining the office's website and social media channels;
- Assist with event logistics;
- Assist with archiving photos; and
- Providing other clerical and administrative support as required.

Interns must possess excellent speaking, writing, and computer skills (including familiarity with an array of social media platforms and Excel) and be able to efficiently work collaboratively and with minimal guidance.

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.

Requirements:

- Interns are responsible for their own travel and housing expenses.
- Interns must be currently enrolled in an accredited college or university as either an undergraduate or graduate student.

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>