

INTERNSHIP OPPORTUNITY: MAYOR'S COMMUNITY AFFAIRS UNIT

The Mayor's Community Affairs Unit (CAU) is the direct link between the Mayor and New York's communities. CAU organizes participation in key mayoral initiatives at the community level through direct contact with community boards, organizations, and city residents. CAU plays an active role in public events across the five boroughs and in connecting to New York's diverse communities.

Interns will gain experience in government and community organizing while working side by side with senior office staff to carry out the Mayor's key initiatives across New York City. Internships with CAU will provide an opportunity to assist with and attend many government and community events and get an inside look at New York City government. Ideal candidates will be highly reliable and motivated, independent, sociable, and comfortable in high pressure situations. This is a perfect opportunity for students focusing on areas such as public affairs, public policy, and political science.

Multiple internships are available. Based on skills and interests, internships may be designated to focus on key constituency, geography, or program areas.

Full time and part time internships are available (minimum 15 hours/wk).

All internships are unpaid; we will complete paperwork necessary for student to receive available college credit.

Responsibilities may include but are not limited to:

- Assisting Borough Directors and Deputy Commissioners with community engagement and organizing, including meetings, presentations, public activities.
- Identifying and cultivating relationships and opportunities around major issues, in neighborhoods, or with key constituencies.
- Planning, preparing for, and attending meetings and events, logistics coordination, and event promotion.
- Preparing and researching background documents; briefings, summaries, and presentations.
- Providing overall administrative and project support.
- Assisting with the development of social media outreach and communications.
- Helping build and maintain constituent tracking systems, and databases.
- Maintaining event calendars and databases, logistics coordination, and event promotion
- Assisting with correspondence and constituent case management.

Preferred Qualification and/or Skills:

- Excellent organizational, interpersonal, written, communication, and analytical skills;
- Ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team;
- Proficiency in Microsoft Word, Excel and Powerpoint, and general internet research;
- Ability to prioritize and handle multiple assignments, including the ability to manage time and work independently, while paying close attention to details in the process of accomplishing tasks and problem solving;
- Ability to work with all levels of staff, inside and outside of the city and other governmental and non-governmental agencies and/or organizations;
- A strong ability to conduct online research and a confidence in navigating social media platforms.
- Proficiency in a language other than English highly desirable.

Please send resume and cover letter to Hho@cityhall.nyc.gov and TLin@cityhall.nyc.gov.