



OFFICE OF THE PRESIDENT  
BOROUGH OF MANHATTAN  
THE CITY OF NEW YORK

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Mark D. Levine, Borough President

## **Office of Manhattan Borough President Mark Levine Internship Program**

The Manhattan Borough President's Office (MBPO) seeks interested college students, at the undergraduate and graduate levels, to participate in their internship program. Prospective interns are energetic, collaborative, innovative and committed to seeking out new and better ways for the office to connect with, and deliver for Manhattan's diverse neighborhoods, communities, and constituents. Interns will gain public service experience in a wide variety of professional areas including public policy, communications, constituent services, land use, special events planning and community relations. Interns will be placed in MBPO units based on their experience and interests.

### **Policy Intern:**

Internship opportunity is available within the **Policy Unit**:

Intern will create, research, and implement policy directives for the Borough President on issues such as education, mental and physical health, affordable housing, transportation, economic development, sustainability, seniors, food policy, resiliency, labor, the arts, and sanitation. Interns will research issues, prepare memos, assist with surveys, edit resource material, create data visualization, and attend meetings.

### **Qualifications**

Ability to work as part of a team, work on multiple projects simultaneously, effective oral and written communication skills, and interest in policy and quality of life issues in Manhattan.

### **Benefits**

Although unpaid, interning offers valuable work experience; provides experience and skills to become more marketable upon entering the workplace; offers the chance to explore career options; may qualify for school credit.

### **Requirements**

Flexible work schedule is available; must work a minimum of 20 hours per week for a minimum of three months.

### **Internship Schedule:**

- **Summer internship dates:** June 1 - August 31, 2022.
- **Fall internship dates:** September 1st - November 30, 2022

### **To apply**

- **Summer internship application deadline:** April 30, 2022
- **Fall Internship application deadline:** July 15, 2022

**Those interested in seeking intern positions should send a cover letter and a resume in Word or PDF format via email to [internship@manhattanbp.nyc.gov](mailto:internship@manhattanbp.nyc.gov)**

*As of August 2, 2021, all new hires, including interns must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment or an internship, this requirement must be met by your start date, unless a reasonable accommodation for exemption is received and approved by the hiring agency.*

The City of New York and the Manhattan Borough President's Office is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.