



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

1 Centre Street, 19th floor, New York, NY 10007
(212) 669-8300 p (212) 669-4306 f
431 West 125th Street, New York, NY 10027
(212) 531-1609 p (212) 531-4615 f
www.manhattanbp.nyc.gov

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.

Communications Intern Opportunity:

The Communications Team is looking for an intern to aid in the day-to-day operations. The candidate would be responsible for producing content for social media platforms, as well as occasionally accompanying the BP at events to assist in public relations with press, and to take photos and video. Additionally, the candidate will become familiar with the operations of the MBPO and aid other departments in disseminating their message in relevant platforms.

The official title would be Communications Intern, and this person would report to Reuben Torres, the Press Secretary. Experience working in Communications, social media and/or Digital Content Production is desired. Experience in public sector/government a strong plus.

Qualifications:

Experience working in Communications, social media and/or Digital Content Production is desired. Experience in public sector/government a strong plus.

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:

This is a seasonal role from early June to early August (dates flexible). Typical hours will be 10am-6pm, with the possibility for occasional evening and weekend commitments, working no more than 35 hours per week.

Internship Program 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

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.