



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](http://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.

### **Events and Partnerships Intern:**

Intern will assist with the preparation, staffing and debrief of events hosted and/or co-sponsored by the Manhattan Borough President. The MBPO sponsors many events annually covering parades, receptions, meetings, galas, rallies and much more.

### **Responsibilities:**

- Assist event staff with event planning and promotion
- Communicate with vendors to move event logistics
- Attend meetings of the planning committee as needed
- Organize and purchase materials and supplies
- Assist with day of events
- Create/update database to facilitate special events communications

### **Benefits**

Interns receive invaluable experience within city government; offers the chance to explore career options by having on the ground experience and networking opportunities; may qualify for school credit.

## **Requirements**

Intern must work a minimum of 20 hours per week for a minimum of three months but flexible work schedule available.

Intern must participate in some events happening in the evening and on weekends.

## **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.