



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.

Urban Planner Intern Opportunity:

The Land Use Division is tasked with assisting in the Office's review of land use actions (including Uniform Land Use Review Procedure applications, General Project Plans, Landmarks, Board of Standards and Appeals, and Department of Buildings applications). The unit works closely with community boards and other community stakeholders to understand positions on these applications as well as various urban planning policies. Land Use staff also regularly provide technical assistance to community board members and constituents on these issues.

The Land Use Director would work with selected interns to develop a portfolio of projects that include various planning and policy areas, including housing, economic development, waterfront and resiliency, and open space and public realm. Interns will have the opportunity to design an independent project in collaboration with the Director.

Qualifications

Interns should have an interest in urban policy, excellent research skills, and an ability to complete tasks independently. Effective written and oral communication will also be important. Ability to use mapping software (ArcGIS, QGIS, R, etc.) a 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

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

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.