



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.

Constituent Services Intern Opportunity:

Internship opportunities are available in our Northern Manhattan Office (NMO)
Constituent Services Unit.

Interns will provide information and assistance to New Yorkers contacting the Borough President's Office for help with social services, health, sanitation, transportation, and other issues.

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:

- **Spring internships Dates:** February 20th – May 20th 2023

To apply:

- **Spring internship application deadline:** Until filled.

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.