



OFFICE OF THE

MANHATTAN BOROUGH PRESIDENT

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Mark Levine, Borough President

Interning at the Office of the Manhattan Borough President

The Office of the Manhattan Borough President is seeking undergraduate and graduate students to gain valuable public service as interns. Prospective applicants must be 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 office units based on their experience and interests.

About the Office of the Manhattan Borough President

The Manhattan Borough President's Office (MBPO) is the only elected office charged with oversight of the Borough of Manhattan as a whole. In this office we strive to be accessible to all Manhattanites and provide thorough support and tangible solutions that meet the needs of the people of Manhattan.

The MBPO also has numerous New York City Charter-mandated roles and responsibilities, including review of land use projects in our borough through the Uniform Land Use Review Procedure (ULURP), advocating for the borough's and local community-based organization's needs in the annual municipal budget process, appointing Community Board members, providing technical assistance to our boards, and appointing members to important policy making boards and committees across the city, among other key responsibilities.

Borough President Mark Levine also acts as the primary advocate for Manhattan to mayoral agencies, the City Council, the New York State government, public corporations, and private businesses. Through an innovative and grounded approach, we are shaping the future of NYC government.

MBPO Units:

Community Affairs

Description:

Interns will work with the unit by reaching out to citizen advisory groups, businesses, nonprofit organizations, community members, governmental entities, and others to determine needs and identify community problems.

Qualifications:

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

Communications

Description:

Interns will aid in day-to-day communications operations, such as producing content for social media platforms and writing talking points, as well as occasionally accompanying the BP at events to assist in press relations and take photos and video. Additionally, the candidate will become familiar with the operations of the MBPO and aid other departments in disseminating their message on relevant platforms.

Qualifications:

Experience working in communications, social media and/or digital content production is desired. Experience in public sector/government a strong plus.

Constituent Services**Description:**

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, ability to work on multiple projects simultaneously, effective oral and written communication skills, and interest in policy and quality-of-life issues in Manhattan.

Budget**Description:**

Interns will assist staff with the administration of grant programs including the capital, tourism and Manhattan community awards. Interns will arrange and participate in site visits, assist in the establishment of an accountability system for monitoring grants, plan funding seminars for schools and nonprofit organizations, and work in the application database.

Qualifications:

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

Events and Partnerships**Description:**

Interns will assist with the preparation, staffing and debriefing of events hosted and/or co-sponsored by the Manhattan Borough President, such as parades, receptions, meetings, galas, and rallies. Interns will:

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

Policy**Description:**

Interns 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 visualizations, and attend meetings.

Qualifications:

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

Scheduling

Description:

Interns will:

- Confirm appointments and events for the Borough President and two Deputy Borough Presidents.
- Input meeting and event requests into scheduling database.
- Occasionally, accompany the Borough President and/or Deputy Borough Presidents to events.
- Perform administrative tasks as directed by Director and Deputy Director of Scheduling
- Call and email external organizations to make inquiries about upcoming events.
- Open and sort mail sent to Borough President and distribute to appropriate staff.
- Monitor scheduling email inbox.

Qualifications:

Ability to work as part of a team, ability to work on multiple projects simultaneously, effective oral and written communication skills.

Land Use and Planning

Description:

The Land Use and Planning Unit 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 items, 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 Director of Land Use and Planning would work with selected interns to develop a portfolio of projects that include various planning and policy areas, including housing, economic development, Manhattan's, waterfront resiliency, open space, and the 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.

Internship Schedules:

- Spring internship dates: January 25, 2023 – May 23, 2023
- Summer internship dates: June 1 – August 18, 2023.
- Fall internship dates: August 25, 2023 – December 20, 2023

Internship Application Deadlines:

- Spring internship application deadline: November 30, 2023
- Summer internship application deadline: April 30, 2023
- Fall internship application deadline: June 30, 2023

Benefits:

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

Requirements:

Interns must work a minimum of 20 hours per week for a minimum of three months but flexible work schedule available. Interns must participate in some events happening in the evening and on weekends.

To apply:

Those interested in and internship should send a cover letter and a resume in Word or PDF format via email to internship@manhattanbp.nyc.gov

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.