



## INTERNSHIP OPPORTUNITY NOTICE

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### Community Boards Intern

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The Office of the Brooklyn Borough President seeks a highly motivated intern to serve in the Department of Community Boards. Working under the supervision and guidance of the Director of Community Boards. The intern must have a strong commitment to the community and will support the Brooklyn Community board member recruitment and appointment process. The candidate must be flexible to work 15 – 20 hours a week and will perform a wide range of tasks including, but not limited to:

- Maintain e-files in accordance with the established filing system.
- Take meeting minutes as required.
- Research community events, contact event organizers and create calendar.
- Assist in the execution of the department's outreach strategy by accompanying staff to community events, tabling.
- Assist with scheduling and event planning.
- Understanding and following oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with internal and external contacts.

### Preferred Skills

- Strong interpersonal written, verbal, and communication skills with the ability to establish and maintain excellent relationships with others.
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial, and cultural backgrounds.
- Must have the ability to work independently and collaboratively.
- Excellent organizational and effective time management skills.
- Organized, detail-oriented, and able to multi-task and prioritize duties.
- Proficiency in using various Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook; and familiarity with virtual platforms (e.g., WebEx, Zoom, and Microsoft Team).
- Highly motivated and self-directed; capable of seeing projects through from beginning to end.

**To apply:** Submit a resume, and cover letter to [BKBPHR@brooklynbp.nyc.gov](mailto:BKBPHR@brooklynbp.nyc.gov) subject line "Community Boards Intern" submission of an application package does not guarantee that you will be selected for the internship.

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The City of New York 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. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply

for a job because of your disability. You can request reasonable accommodations from the EEO office at [BKBPEEO@brooklynbp.nyc.gov](mailto:BKBPEEO@brooklynbp.nyc.gov).

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**Post Date:** August 18, 2023

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