



INTERNSHIP OPPORTUNITY NOTICE

Constituent Affairs Intern

The Office of the Brooklyn Borough President is seeking a dynamic and energetic intern to join our Constituent Affairs team in the mission to serve Brooklyn Constituents. The primary role of the Constituent Affairs unit is to advocate on behalf of constituents to various entities including government agencies and private companies to resolve issues and provide services to constituents. The Constituent Affairs Intern will report to the Director of the Constituent Affairs and is responsible for assisting residents to navigate city services and resources. 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:

- Being assigned a limited number of cases to solve via phone calls and emails, that will be hand selected and guided by the director and deputy director.
- Take on special projects such as research information, assorting cases, and working with the various liaisons across the city agencies.
- Gathering NYCHA background information.
- Answer and direct incoming calls from various constituents.
- Making outgoing courtesy calls to constituents

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 subject line “Constituent Affairs Intern” submission of an application package does not guarantee that you will be selected for the internship.

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.

Post Date: August 18, 2023
