



INTERNSHIP OPPORTUNITY NOTICE

Intern to the Deputy Borough President

The Brooklyn Borough President's Office is seeking a highly motivated and outgoing Intern for the Deputy Borough President (DBP). This intern will report to the Deputy Borough President, whose primary role is to identify community needs and develop a strategy for outreach and engagement throughout the borough of Brooklyn to advance the office's goals and mission. The intern will support the DBP by helping to schedule meetings, events, speaking engagements and coordinating their specific details. Interns will also support the DBP's unit with a variety of special projects, this will include coordinating their logistics and interacting with multiple stakeholders.

- Maintain a proactive approach to community projects.
- Research and identify appropriate partners to strengthen community relationships.
- Build and maintain a database of community partners, organizations, and community leaders.
- Implement and maintain document management protocols, including reports and confidential information.
- Work on special projects as assigned by the DBP.
- Take meeting minutes with attention to detail.
- Collaborate with other teams within the office on community-related items.

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 "Intern to the Deputy Borough President" 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
