



INTERNSHIP OPPORTUNITY NOTICE

Policy Intern

The Office of the Brooklyn Borough President is seeking a dynamic and energetic intern to assist in researching policy issues and supporting with the coordination of programming emerging from the Policy Unit. The Policy Intern reports to the Borough President's Policy Director. The position requires the ability to research and report on the latest policy trends, analyze legislative and policy matters, and coordinate projects. We are seeking a candidate with a good grasp of the urban and social policy landscape in New York City. The office's policy agenda focuses heavily on preserving the affordability and accessibility of the City for people of all backgrounds and income levels. The office is also deeply invested in issues concerning health, safety, education, economic recovery, and quality of life. We are also looking for an individual with a mix of skills, including NYC public policy, organizational skills, strong research and writing skills, in addition to superior communication skills. 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:

- Organizing and implementing special projects related to the office's policy interests. This includes, but is not limited to:
 - Supporting with Brooklyn Borough Hall's first Youth Advisory Council, including liaising with the technical provider, reviewing applications, corresponding with youth members, supporting with meetings, and supporting in program evaluation
 - Consolidating research in preparation for launch of maternal health white paper
 - Coordinating materials and logistics for upcoming stakeholder meetings
- Conducting self-directed research of policy matters using original source material, primary documents, news media, the city's key policy and budget documents, and the city's open data platforms
- Attending City Council and relevant State hearings and identifying issues aligned with the Borough President's policy agenda
- Supporting with data entry to maintain a robust internal database
- Attending relevant community meetings
- Identifying emerging issues and policy trends consistent with the office's policy agenda
- Other duties as assigned

Minimum Qualification Requirements

- Current student in a baccalaureate or advanced degree program
- Excellent verbal and written communication skills, interpersonal, and problem-solving skills.
- Strong knowledge of Microsoft Office (Word, Excel, Powerpoint)
- Candidates must be available to work flexible evenings or weekends for events as needed.
- Knowledge of New York City's policy landscape, and Brooklyn and interest in its neighborhoods/communities a plus.

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 “Policy 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
