



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

INTERNSHIP OPPORTUNITY NOTICE

Communications Intern: Fall 2024 Semester

The Brooklyn Borough President's Office is looking for a highly motivated Communications intern interested in gaining experience and knowledge in a government atmosphere. As a member of our Communications team, the preferred candidate will be able to glimpse into the work of every department within the agency. We will work to uplift key initiatives, share resources and information with Brooklynites, and advocate on behalf of the Borough President's priorities. Communications is a fast-paced environment that emphasizes creativity, diligence, and attention to detail. The work schedule is flexible based the candidate's schedule.

The communications intern will assist with a wide range of tasks, including:

- Drafting proclamations and citations honoring excellent Brooklynites;
- Preparing talking points, social media posts, and other written materials;
- Generating content for the Borough Hall website and e-newsletter;
- Spreading the word about special events and Borough Hall programming; and
- Assisting on special projects.

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)
- Knowledge of New York City's policy landscape, and Brooklyn and interest in its neighborhoods/communities a plus.

Preferred Skills

- Strong interpersonal skills with the ability to establish and maintain excellent relationships with others
- Excellent organizational skills and effective time management.
- Organized, detail-oriented, and able to multi-task and prioritize duties.
- Strong communication (writing and oral) skills
- Ability to work and communicate effectively with people of diverse ethnic, economic, racial, and cultural backgrounds.
- Must have ability to work independently and collaboratively.
- Ability to handle sensitive and confidential matters.

To apply: Submit a resume, and cover letter to BKBPHR@brooklynbp.nyc.gov subject line "Communications 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: June 2024
