



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

INTERNSHIP OPPORTUNITY NOTICE

Intergovernmental Affairs & Appointments Intern: Fall Semester 2024

The Office of the Brooklyn Borough President is seeking a dynamic and energetic intern to assist the Director of Intergovernmental Affairs and Appointments (DIAA). The DIAA is responsible for managing Borough Hall's relationships with external stakeholders, including but not limited to elected officials, government agencies, and community organizations, as well as overseeing borough hall's appointments. The department's mission is to promote the Borough President's platform while ensuring alignment with stakeholders across the borough. The work schedule is flexible based on the candidate's schedule.

The candidate must be flexible to support a range of tasks including but not limited to:

- Supporting planning for Borough Hall's community roundtable series, including creating stakeholder lists organized by neighborhood, demographic groups, and issue areas.
- Maintaining contact information for elected officials, government agencies, and their staff.
- Building out events calendar to coordinate intergovernmental engagement, civic meetings, and community outreach.
- Reviewing existing appointments and vacancies, as well as facilitating the filling of those vacancies by doing candidate research, drafting letters, and confirming meeting logistics.
- Joining the Director of Intergovernmental Affairs for meetings and at external events; supporting preparation for these events.
- Attending events on behalf of borough hall to listen and gather information for the office.
- Working on special projects as needed.

At the end of this internship, the candidate will hopefully have begun to develop an understanding of New York City government agencies and elected offices, Brooklyn's many diverse neighborhoods and constituencies, as well as the functions of the Office of the Brooklyn Borough President.

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) and presentation skills with the capacity to serve as a spokesperson for Borough Hall.
- Demonstrated 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 “Intergovernmental Affairs & Appointments 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
