

Spring Semester Internship with Manhattan Community Board One

Time commitment:

Approximately 6-10 hours / week
Attending community meetings when possible

Description of responsibilities:

Approximate breakdown of responsibilities

50% administrative support
50% independent project

Interns would be expected to assist staff in answering phones, addressing constituent issues, and organizing materials for meetings. Long-term projects under the direct supervision of staff may require researching a specific issue within the community, gathering data, speaking with representatives at governmental offices, working with Community Board members, and attending several community meetings. Attendance of full board meetings will also be encouraged.

Initially, time will be spent learning about local government in New York City, the role and responsibilities of Community Boards; and about present day issues in the district. Interns will also be expected to work on a long-term independent project through the semester.

Internship is unpaid but can be used to satisfy course or school requirements.

Skills and qualities desired in a candidate:

- High school or college student living or attending school in the district;
- Interested and enthusiastic in learning about local government and potentially considering a career in government or nonprofit in the long term;
- Competent with Microsoft Office suite and a Windows operating system; and
- Highly skilled in time management
- Able to work independently

To Apply:

Send a cover letter and resume to Yume Kitasei at ykitasei@cb.nyc.gov. If you have any questions, you can also call (212) 442-5054.