



OFFICE OF THE MAYOR  
NEW YORK CITY COMMISSION FOR THE UNITED NATIONS,  
CONSULAR CORPS AND PROTOCOL  
2 United Nations Plaza, 27<sup>th</sup> Floor, New York, New York 10017  
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## INTERNSHIP PROGRAM DIPLOMATIC AND CONSULAR AFFAIRS

**Organization Profile:** The New York City Commission for the United Nations, Consular Corps and Protocol serves as the City's primary liaison between the Office of the Mayor (as well as all City agencies) and the United Nations, 192 Permanent Missions, and 112 Consulates. As host to the headquarters of the United Nations and the world's largest diplomatic and consular community, the Commission's main purpose is to facilitate positive relations among members of the international community, local, state, and federal governments, and New Yorkers and New York City businesses.

**Internship Description:** Every semester, the New York City Commission for the United Nations, Consular Corps and Protocol (UNCCP) offers internships to exceptional students interested in politics, government, and international affairs. UNCCP staff works closely with the Diplomatic and Consular Community, as well as with various City agencies. Interns assigned to the Commission's division of Diplomatic and Consular Affairs are primarily responsible for assisting the Commission's staff in their day to day activities. Intern tasks and projects are primarily administrative in nature. Interns must possess excellent speaking, writing, and computer skills. A working knowledge of word processing, database, and research programs, particularly the Microsoft Office Suite, is a must. Due to the fast-paced nature of this busy government office, interns must be able to work efficiently with minimal guidance. This internship is an excellent opportunity for anyone looking to gain first-hand experience in international affairs.

**Time Commitment:** Internships run on an academic calendar, with separate sessions for the fall, spring and summer semesters. During the fall and spring, only a part-time commitment (a minimum of 12 hours per week) is required. During the summer, we require a full-time commitment from our interns (Monday through Friday, 9:00 a.m. to 5:00 p.m.). All internships are unpaid. If interns would like to pursue course credit for their UNCCP internship, they must coordinate all necessary approvals and documentation with their college or university.

### Requirements:

- Intern applicants must be available for an in-person interview at our New York City offices.
- Interns are responsible for their own travel and housing expenses.
- Interns must be currently enrolled in an accredited college or university as either an undergraduate or graduate student.

### Application Instructions:

- **NO PHONE CALLS.**
- Only applicants being considered will be contacted.
- To apply, please submit both your current résumé and a cover letter (in .PDF or .DOC format) to [UNCCP@cityhall.nyc.gov](mailto:UNCCP@cityhall.nyc.gov). In the subject line of your e-mail submission, please specify the particular session for which you are applying—Fall, Spring, or Summer—and “Diplomatic & Consular Affairs Internship.”

### Contact:

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Attention: Tricia Summers  
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<http://www.nyc.gov/international>