



OFFICE OF THE MAYOR
NEW YORK CITY COMMISSION FOR THE UNITED NATIONS,
CONSULAR CORPS AND PROTOCOL
2 United Nations Plaza, New York, New York 10017

MARJORIE B. TIVEN
COMMISSIONER

BRADFORD E. BILLET
DEPUTY COMMISSIONER

INTERNSHIP PROGRAM
MAYOR'S OFFICE FOR PROTOCOL

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. Website: www.nyc.gov/international

Internship Description: The Mayor's Office for Protocol, part of the New York City Commission for the United Nations, Consular Corps and Protocol, offers internships to exceptional students interested in politics, government, and international affairs. Interns are primarily responsible for assisting with day to day activities. The staff works closely with the Diplomatic and Consular Community, as well as with various City agencies. Interns must possess excellent speaking, writing, and computer skills. A working knowledge of database and word processing programs is a must. The intern must also be able to act quickly with minimal guidance due to the fast-paced nature of this busy government office. This internship is an excellent opportunity for anyone looking to gain first hand experience in the world of international affairs.

This year, the Mayor's Office for Protocol has a special project to update the National Protocol Directory 2011. In addition to responding to inquiries to the Office for Protocol, the intern will assist with this special project and will be acknowledged in the publication. Literacy in Mac Quark or similar program required.

Time Commitment: This internship is run on an academic calendar, with separate programs for the fall, spring and summer semesters. During the fall and spring, only a part-time commitment is necessary, whereas we require a full-time commitment from our interns for the summer program (Monday to Friday, 9:00 a.m. to 5:00 p.m.).

Contact:

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Mayor's Office for Protocol
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***NO PHONE CALLS PLEASE**

***If interested, please send BOTH your résumé and cover letter to the aforementioned email or fax number.**

*** If applying via e-mail, please specify “Protocol Internship” in the subject line.**