

CARE FOR THE FUTURE INTERNSHIP PLACEMENT AND AWARD APPLICATION

Care For the Future assists students who have an academic interest in the fields of public service, public policy, and human rights with obtaining a related internship. The program also provides stipends for students who have already secured an unpaid internship in a related field. Internship funding is supported by the Office of the President and Eva Kastan Grove ('58), who has made a lifelong commitment to advocacy, social service, philanthropy, and to promoting the rights of immigrants.

Please submit this application to be considered for an internship and/or funds. All applicants must be enrolled as students throughout the duration of the internship. Awards up to \$3500 per semester may be available. **DEADLINE: October 2, 2017**

DACA students are welcome to apply.

Instructions:

1. Complete the application form with the required information
2. Internship-specific documentation
 - a) If you are **searching for an internship** through our listing (see pages 5-21), attach résumé and cover letter for each position of interest.
 - b) If you have **already secured an internship**, complete the Internship Information Form on **page 3**.
3. Email the application form and all supporting documents to *Care For the Future* at cff@hunter.cuny.edu
4. Direct all questions to cff@hunter.cuny.edu

1. Student's Name: _____ **Gender (optional):** M ___ F ___

2. EMPLID Number:

3. Date of Birth:

4. Current Mailing Address:

Street _____ Apartment # _____

City _____ State _____ Country _____ Zip Code _____

Telephone Number(s) where we can reach you _____

5. Academic Information:

Undergraduate Major or Intended Major: _____

Current Grade Point Average: _____

College credits completed to date: _____

College credits you are taking this semester: _____

Please list all scholarships/internship stipends that you have received and their amount(s):

All citizens and eligible non-citizens must have a FAFSA on file for this semester. Do you have a FAFSA on file this semester?

6. Briefly, discuss your career aspirations:

Skip page 3 if you are searching for an internship through Care For the Future.

INTERNSHIP INFORMATION FORM

[Fill out this form if you have already secured an unpaid internship and are applying for funding]

In addition to including your résumé and an internship description, please provide the following:

Name of Organization:

Mission Statement of Organization:

Supervisor Name:

Supervisor Title:

Supervisor's Phone Number:

Supervisor's Email Address:

How many hours are you committed to interning this semester?

What is your internship's start date?

What is your internship's date of completion?

How did you learn about this internship? (online, through a friend, through a professor, other)

Please note: If selected for funding, you must submit a brief (one or two paragraph) summary of your experience upon completion of your internship.

Table of Contents

Non-profit Organizations

DOHMH Neighborhood Health Action Center _____ 6
The New York City Food Policy Center _____ 7
The New York Women’s Foundation _____ 7
The New American Leaders Project – Political Intern _____ 9
The New American Leaders Project – Social Media Intern _____ 10
Project Play: Harlem _____ 11
STRIVE _____ 12
Unitarian Universalist United Nations Office (UU-UNO) _____ 13
Women in Need (WIN) _____ 14

Elected Officials

Manhattan Borough President Gale A. Brewer _____ 15
Council Member Margaret Chin, 1st District _____ 16
Council Member Daniel Garodnick, 4th District _____ 17
New York State Lieutenant Governor Kathy Hochul _____ 17
Council Member Ben Kallos, 5th District _____ 18
Assembly Member Brian Kavanagh, 74th Assembly District _____ 19
Council Member Karen Koslowitz, 29th District _____ 20
Assembly Member Dan Quart, 73rd Assembly District _____ 20
Assembly Member Rebecca A. Seawright, 76th Assembly District _____ 21


CARE FOR THE FUTURE PROGRAM INTERNSHIP LISTING

To apply, send a cover letter customized for each position you are interested in along with your résumé to cff@hunter.cuny.edu.

Non-profits: pages 6 to 14

Elected officials: pages 15 to 21

Fall 2017 – Non-Profit Organizations

Non-Profit Organization	Description
Department of Health and Mental Hygiene – Neighborhood Health Action Center	The DOHMH Neighborhood Health Action Center in East Harlem is currently working on developing a film and open mic series to facilitate communal dialogue on social justice issues and their intersections with health. This series would feature a monthly film showing followed by a panel discussion and an open mic segment to foster creative expression.
The New York City Food Policy Center at Hunter College	The Hunter College New York City Food Policy Center develops intersectoral, innovative and evidence-based solutions to preventing diet-related diseases and promoting food security in New York and other cities. The Center works with policy makers, community organizations, advocates and the public to create healthier, more sustainable food environments and to use food to promote community and economic development. Through interdisciplinary research, policy analysis, evaluation and education, we leverage the expertise and passion of the students, faculty and staff of Hunter College. The Center aims to make New York City a model for smart, fair food policy.
The New York Women’s Foundation	The New York Women’s Foundation funds women leaders building solutions in their communities. The foundation invests in organizations and leaders that strive for justice, economic security, safety, and health for women and families and prioritizes organizations that promote women’s leadership, gender equity, and asset-based community approaches.
The New American Leaders Project	The New American Leaders Project (NALP) is a national, nonprofit organization recruits and trains immigrants of diverse race/ethnic backgrounds to run for public office. NALP believes that democracy is stronger when everyone is included, and everyone participates. Headquartered in New York, NALP has programs across the country. We have a strong track record of recruiting and training immigrants of diverse race/ethnic backgrounds to run for public office.
Project Play Harlem	Aspen Institute's Project Play aims to reimagine sports in America with health and inclusion as core values. Launched in 2013 by the Sports & Society

	Program, the initiative convenes thought leaders from the realms of sports, medicine, media, business innovation, government and philanthropy at roundtables, televised town halls and other events where dialogue is advanced and breakthrough strategies are identified, shaped and scaled in order allow young people to experience the physical, social, emotional, and cognitive benefits of participating in sports.
STRIVE	STRIVE is a workforce development organization that increases economic security for NYC residents who face the greatest impediments to employment-including recovering addicts, formerly incarcerated individuals, recipients of public assistance, and the homeless. STRIVE’s job training and career development services have transformed the lives of over 40,000 graduates.
Unitarian Universalist United Nations Office (UU-UNO)	The Unitarian Universalist United Nations Office (UU-UNO) is a non-governmental organization in consultative status with the United Nations Economic and Social Council and the Department of Public Information. From involvement in the drafting of the Universal Declaration of Human Rights, to leading the faith caucus to establish the International Criminal Court, to overcoming UN apathy about sexual orientation & gender identity issues, the UU-UNO has a long history of providing strong leadership in all aspects of human rights at a policy level.
Women in Need (WIN)	Founded in a midtown Manhattan church, Win opened its doors in 1983 as a shelter for a small group of homeless women and their children. Since then, Win has evolved to become an established, non-profit organization that serves a combined total of 10,000 homeless women and their children in New York City each year.

DOHMH Neighborhood Health Action Center

Position Title: Community Engagement Intern

The DOHMH Neighborhood Health Action Center in East Harlem is currently working on developing a film and open mic series to facilitate communal dialogue on social justice issues and their intersections with health. This series would feature a monthly film showing followed by a panel discussion and an open mic segment to foster creative expression. We would really love for this to be a community driven event and we want individuals and organizations committed to this community to determine its direction. Please don’t hesitate to send us a message if you have any ideas on topics this series should focus on, potential films to show, or even any programs or organizations we could collaborate with. Some of the topics we’ve heard

from meetings with community members so far are emergency preparedness in minority communities, gentrification and health, and mass incarceration/police brutality and health.

Responsibilities: The intern will develop relationships with neighborhood organizations and partners around the Film/Open Mic series, work towards securing partners to recommend films, secure panelists, support outreach to participants, and participate in discussions around health equity and social justice.

Expected Time: 15-20 hours a week which can be remote, with an on-site check in once a week for 1-2 hours.

The New York City Food Policy Center

The Hunter College New York City Food Policy Center is looking for fall, spring and summer interns to assist with the following:

- Planning, implementing, and arranging panelists for monthly food policy and educational events,
- Assist with research, surveys and reports
- Event support: preparation, supplies, set-up, etc.
- Assist with social media activities: developing and maintaining presence on Twitter, Facebook, Instagram, LinkedIn, etc.
- Assist with writing for the Center's website, newsletter and other electronic communications: event invitations, internal communications, meeting follow-up
- Research and writing pertaining to reports, newsletter and web content, policy briefs
- Representing the Food Policy Center at meetings, events, conferences
- Should have strong leadership skills, very organized and pay attention to details
- Drafting press / media releases

The ideal intern will be ready to jump in to assist with any task at hand and will be comfortable in a self-directed work environment. The intern should have very strong writing skills, the ability to multi-task and see projects through to completion. \$10-\$15/hr stipend may be available after three months.

The New York Women's Foundation

The intern will be an integral member of the Programs team and will work closely with the Programs staff to assist with grants management, grantee partner data management and

management of the participatory grantmaking process. The intern will have the opportunity to interact with various department staff, volunteers, grantee partners, and assorted stakeholders to carry out department projects and participate in activities. The intern may also participate in grantee partner convenings/meetings and other special events. The Intern will assist with administrative and logistical details related to the Programs departmental work and will participate in team meetings as appropriate.

The internship offers unique opportunities for growth, learning, and insight into the work of The New York Women’s Foundation. The contribution and efforts of the intern will further the goals and mission of The New York Women’s Foundation to achieve sustained economic security and justice for women and girls in New York City. The Intern will work with the Programs Team to deepen our work on issues, policies, and systems that impact women and girls.

Key Responsibilities:

- Grantmaking
- Grants Management - administrative and operational tasks that support the Foundation’s annual grantmaking of approximately \$8 million/year.
- Grantee Partner Data Management - review and updating of records in the online grants management system, Fluxx, to ensure that the Programs Department has timely access to accurate records for tracking, analysis and decision making purposes
- Grantmaking Data Analysis – downloading and analysis of grantmaking data from Fluxx, dockets, and other sources to create products for review by internal and external stakeholders
- Grants Advisory Committee - support the outreach and recruitment of Grants Advisory Committee volunteers
- Strategy Development Support - research issues and best practices relevant to The Foundation’s strategic funding areas to inform grantmaking and programmatic efforts, as needed

Convenings and Programmatic Support:

- Tracking RSVPs, creating sign-in sheets, nametags, packets preparation, etc.
- Assisting with food orders, prepping expense authorizations, etc.
- Greeting guests, note taking, room and food preparations, etc.

Qualifications:

- College student preferred
- Interest in philanthropy, women and girls, economic security, and/or social justice issues
- Strong research, writing, communication, and organization skills
- Experience in creating and maintaining spreadsheets to track data in Microsoft Excel
- Detail oriented

- Ability to work in diverse teams, collaborate with others, work independently, and manage time and priorities effectively
- Ability to follow directions and work in an office environment
- Willingness to learn and be proactive

The New American Leaders Project – Political Intern

The New American Leaders Project (NALP) is leading a movement for inclusive democracy by preparing first and second generation Americans to use their power and potential in public office. We believe that our democracy is stronger when everyone is included, and everyone participates.

Headquartered in New York, NALP is a national, nonprofit organization with programs across the country. We have a strong track record of recruiting and training immigrants of diverse race/ethnic backgrounds to run for public office. We also work with New American elected officials across the country who are at the frontlines of creating transformative policy environments for educational, economic and political equity.

Political Intern description: NALP is seeking a Political Intern to join our programs team this fall. The Political Intern is responsible for assisting in planning candidate trainings nationally, conducting political and electoral background research, recruiting community leaders to run for office, and supporting NALP in alumni development.

The internship will provide insight into immigrant electoral politics in the United States, as well as the fundamental elements of running a local campaign for public office. Interns will work with NALP's President and program staff, and will have opportunities to participate in other aspects of NALP's work that align with his or her interests.

Responsibilities:

- Conduct political and electoral background research on target states
- Assist in identifying and recruiting community leaders nationwide to run for local office
- Attend events with NALP staff; and/or represent NALP at local conferences and forums
- Follow up with NALP event speakers, panelists, guests, etc.
- Assist with logistics coordination
- Keep track of events, tasks and follow up
- Organize NALP program documents
- Provide ongoing support to the program team
- Other activities, as needed

Qualifications and Skills:

- Demonstrated interest in immigrant rights and immigration policy
- Passionate about improving minority representation in all tiers of U.S. leadership

- Knowledge of the different levels of government
- Proficient knowledge of Microsoft Word and Excel
- Interpersonal skills, including the ability to make calls to a wide variety of people, from donors to local representatives, with comfort and confidence
- Self-starter who happily takes initiative on individual projects, but also works well in cooperative decision-making settings
- Strong organizational/multi-tasking skills, detail oriented, and an ability to meet deadlines on time
- Familiarity with Google Drive, Dropbox, and Nationbuilder
- Prior event planning experience

Benefits: While this is an unpaid internship, class credit may be arranged with your college or university. As an intern, you will gain the experience and skills necessary for working in the non-profit industry. In addition to program coordination, you will also learn about immigrant civic engagement and electoral politics, and you will have an opportunity to participate in other aspects of our work. Interns can also explore planning a campus event highlighting inclusive democracy and NALP's work. If the intern is not receiving financial support from other sources, a small stipend per semester or summer can be arranged to help cover transportation and other costs (to be disbursed at the end of the internship).

Time Commitment: A minimum of 15 hours per week is required. Students who can commit to two semesters are strongly preferred. Occasional evenings and weekends may be required during an event. Scheduling is flexible based on applicant's availability. The majority of internship activities will take place at our office in New York City during office hours (9:30am-5:30pm, Monday-Friday).

The New American Leaders Project – Social Media Intern

NALP is seeking a Social Media Intern to join our communications team as we expand our digital footprint and change the national narrative about immigrants and democracy. The Social Media Intern will be responsible for following related news stories and creating timely content for NALP's Twitter, Facebook, LinkedIn and Instagram accounts. The Social Media Intern will also work closely with the Director of Digital Initiatives on designing social media campaigns and analyzing outcomes.

The internship will provide insight into immigrant electoral politics in the United States. Interns will also have opportunities to participate in other aspects of NALP's work that align with his or her interests.

Responsibilities:

- Follow news stories on immigration policy and immigrant candidates for office
- Curate content for social media channels: Facebook, Twitter, LinkedIn, Instagram
- Engage NALP alumni via Facebook, Twitter and LinkedIn

- Monitor performance indicators such as impressions and clicks.
- Brainstorm and create social media campaigns
- Assist with live-Tweeting, photos, and other social media promotion at NALP events
- Creatively promote NALP's candidate trainings on Facebook and Twitter
- Help with social media pre-strategy research
- Research new trends in the social world and bring fresh ideas to the team
- Monitor current social campaigns and suggest revisions when necessary
- Qualifications and Skills
- Demonstrated interest in immigrant rights and immigration policy
- Passionate about improving minority representation in all tiers of U.S. leadership
- Excellent writing skills and an ability to multi-task
- Proficient knowledge of Microsoft Word and Excel
- Familiarity with Twitter, Hootsuite/Tweetdeck, Facebook, Instagram, Google Drive, Dropbox and Flickr
- Self-starter who happily takes initiative on individual projects, but also works well in cooperative decision-making settings
- Strong organizational/multi-tasking skills, detail oriented, and an ability to meet deadlines on time

Benefits: While this is an unpaid internship, class credit may be arranged with your college or university. As an intern, you will gain the experience and skills necessary for working in the non-profit industry. In addition to program coordination, you will also learn about immigrant civic engagement and electoral politics, and you will have an opportunity to participate in other aspects of our work. If the intern is not receiving financial support from other sources, a small stipend per semester or summer can be arranged to help cover transportation and other costs (to be disbursed at the end of the internship).

Time Commitment: A minimum of 15 hours per week is required. Students who can commit to two semesters are strongly preferred. Occasional evenings and weekends may be required during an event. Scheduling is flexible based on applicant's availability. The majority of internship activities will take place at our office in New York City during office hours (9:30am-5:30pm, Monday-Friday).

Project Play: Harlem

East Harlem is a historic community, rooted in a culture of strong collaboration and action, ranging from innovation in youth development through sports and family engagement to confronting public health barriers associated with dense urban areas. Now, we aim to empower local stakeholders to write the area's next vibrant chapter, through a unique initiative that will create new opportunities for youth, growing access to and participation in sport. Project Play: Harlem is based on a simple idea: No single organization can do this alone. Only through

teamwork can leaders and caregivers expand the quality and quantity of sport experiences for local youth so they may receive the associated physical, cognitive and socio-emotional benefits.

To help civic, youth and sport groups mobilize, the Harris Family Charitable Foundation, Mount Sinai Health System, and Laurie M. Tisch Illumination Fund are partnering with the Aspen Institute – a nonprofit leader in the effort to mobilize communities in cross-sector collaboration and innovation.

The focus of this effort will encompass the 3-mile span from 96th to 142nd Street, from 5th Avenue to the East/ Harlem River. *Project Play: Harlem* will work to understand and evaluate the current state of play in East Harlem through an environmental analysis of school and recreation efforts while convening an advisory board of community leaders.

To drive the effort, the partners and Aspen Institute will:

- Engage experts on building healthy kids and communities through sport, focused on urban areas
- Convene local stakeholders to identify community needs, discover resources, and set shared goals
- Initiate relationships with regional and national organizations to assist in the effort
- Engage participating groups and drive Collective Impact methodology
- Document and share findings with the goal of driving results across the city and country

STRIVE

STRIVE is a workforce development organization that increases economic security for NYC residents who face the greatest impediments to employment-including recovering addicts, formerly incarcerated individuals, recipients of public assistance, and the homeless. STRIVE's job training and career development services have transformed the lives of over 40,000 graduates.

Responsibilities: Provide day-to-day support for the MOVE UP and SURGE advancement scholarship programs. The W. K. Kellogg Foundation (WKKF) announced a total investment of \$11.6 million to 14 community-based workforce organizations to increase employment, workforce mobility and family economic security across the country. STRIVE New York is one of the nationally-recognized grantees for the Mobility and Opportunity for Valuable Employment by Upskilling Parents (MOVE UP), leading on-the-ground efforts to ensure that more low-income parents have the skills and opportunities to move up healthcare industry career pathways. 14 hours per week.

MOVE UP partners with employers to offer working parents in entry-level jobs within their company access to training programs, career development and work supports, e.g. child care assistance.

The two-year pilot study program is grounded in WKKF's commitment to supporting community-led solutions that help remove the barriers to economic security faced by lower-income families and families of color. Parents who are financially secure can better support their families and help ensure their children can succeed in school and in life.

Unitarian Universalist United Nations Office (UU-UNO)

The Unitarian Universalist United Nations Office (UU-UNO) is a non-governmental organization in consultative status with the United Nations Economic and Social Council and the Department of Public Information. From involvement in the drafting of the Universal Declaration of Human Rights, to leading the faith caucus to establish the International Criminal Court, to overcoming UN apathy about sexual orientation & gender identity issues, the UU-UNO has a long history of providing strong leadership in all aspects of human rights at a policy level.

Our internship program provides an exciting opportunity to learn about the United Nations and to work in support of its efforts to eradicate injustice, eliminate wars and promote human rights around the world. We encourage interns to attend meetings held at the UN headquarters in order to advance their program areas and engage with the local audiences and our constitutions through events and blogs.

Currently the UU-UNO is looking for creative, bold, and driven individuals excited to advocate in our core program initiatives around racial justice, sexual orientation and gender identity rights, climate justice, and reproductive health and women's rights. We ask for eight weeks, 20+hours per week commitment. We require applicants demonstrate interest in international affairs and expertise in communication, collaborative leadership and program administration.

Women in Need (WIN)

Founded in a midtown Manhattan church, Win opened its doors in 1983 as a shelter for a small group of homeless women and their children. Since then, Win has evolved to become an established, non-profit organization that serves a combined total of 10,000 homeless women and their children in New York City each year.

The Policy Intern: WIN is seeking undergraduate and graduate interns to work directly with the WIN team and to assess the state of family homelessness across the nation, focusing on major cities across the United States. Through this assessment, the intern(s) in collaboration with the WIN team will identify focus areas to address the lack of access to adequate support services that can prove to be national model for homelessness prevention. Through applied research and data analysis, the interns' assessment will support Win's annual policy publication.

The Policy Intern is a vital member of the External Affairs department. The Policy Intern plays a critical role in developing key policy research that informs Win's campaigns, advocacy efforts, and more. Commitment of number of hours per intern may vary depending on project type, but a minimum of 10-15 hours per week are expected.

Qualifications:

- Current undergraduate or graduate level student in relevant course of study
- Excellent writing skills
- Ability to think strategically about organization's advocacy efforts, with special attention to web strategies
- Ability to prioritize, multi-task, and communicate clearly
- Willingness to be a constructive and collaborative member of the policy and planning team at Win

Responsibilities:

- Collect and analyze data
- Attend government and public hearings
- Follow press activity and news across the family homelessness issue
- Conduct site visits of shelters
- Assist senior staff with projects
- Review local elected official's record on homelessness policy
- Analyze local zoning laws and community stance on shelters
- Contribute to ideas for developing public education and advocacy campaigns
- Liaise with staff about new campaigns and needs from other departments
- Assist with administrative duties as needed

CARE FOR THE FUTURE PROGRAM INTERNSHIP LISTING

FALL 2017 – Offices of Elected Officials

Manhattan Borough President Gale A. Brewer

Manhattan Borough President Gale Brewer seeks students to participate in government as part of her energetic, collaborative and innovative team. Prospective interns must be committed to seeking out new and better ways for the office to connect with, and deliver for, Manhattan's diverse neighborhoods, communities and constituents. Interns will gain public service experience in a wide variety of professional areas including public policy, communications, constituent services, law, land use, social work, administration, special events planning and community relations.

Qualifications:

- Ability to work as part of a team
- Ability to work on multiple projects simultaneously
- Strong verbal and written communication skills
- Curiosity and interest in policy and quality of life issues in Manhattan

Interns will be placed with MBPO Units based upon their abilities, experience, and interests. Monthly seminars from staff and other professionals will offer interns additional opportunities to become engaged in policy debates on issues facing the Borough of Manhattan.

The major responsibilities of each unit follow:

- The Policy Unit seeks students to assist the Director of Policy with the creation and implementation of policy directives for the Borough President on issues such as education, mental and physical health, affordable housing, transportation, economic development and sustainability. Interns will research issues, prepare memos, assist with surveys, edit resource material and attend meetings
- The Land Use Unit seeks students to assist Staff with Urban Planning and Development issues. Interns will have the opportunity to learn about zoning laws and regulations as well as to participate in community meetings and public hearings
- The Budget Unit seeks students to assist Staff with the administration of grant programs including Capital, Tourism and Borough Needs. Interns will arrange and participate in site visits, assist in the establishment of an accountability system for monitoring grants, plan funding seminars and maintain the grantee database
- The Law Unit seeks students to assist with legal and non-legal research and analysis in a variety of legal, policy and legislative areas including contracts, finance and immigrant rights

- The Communications Unit seeks students to assist the Communications Director and Press Secretary in preparing written materials, remarks and press releases, and planning and implementing special events such as Town Hall Meetings, Policy Forums and Cultural Receptions
- The Constituent Services and Community Affairs Unit seeks students to help offer information and assistance to New Yorkers contacting the Borough President’s Office for help with health, sanitation, transportation and other issues.

Council Member Margaret Chin, 1st District

Council Member Margaret Chin is the elected representative for the 1st New York City Council District. The District includes Chinatown & Little Italy, Lower East Side, SoHo, Battery Park City, Tribeca, Financial District, the Seaport/Civic Center, Washington Square Park, and Governors Island.

Qualifications:

- Interest in learning about city government and public policy
- Strong organizational and writing skills
- Chinese or Spanish language skills are a plus
- Long-time residents of NYC strongly preferred, council district residency a plus

Legislative Internship: In addition to the duties and responsibilities listed below, interns will also be assigned to special projects based on his/her interests.

- Assisting staff with constituent intakes and working with government agencies
- Conducting policy and legislative research
- Attending community events and City Council meetings
- Performing administrative duties

Communication Internship: Under the guidance of the director of communications, the intern will assist in communicating with city agencies and constituents. The intern will assist the Communications Director with press duties including:

- Monitoring local and national news
 - Tracking press releases
- Attending press conferences
- Attending City Council meetings
- Coordinating social media and mainstream media outreach
- Conducting policy and issue-based research

- Performing administrative duties

Please include your availability and hours you are able to work in your cover letter. Internships run during regular business hours with a flexible schedule and minimum of 20 hours per week.

Council Member Daniel Garodnick, 4th District

City Council Member Dan Garodnick, representing the 4th District of Manhattan, is looking for hard-working, independent, and motivated individuals to participate in our Internship Program.

Responsibilities include: organizing and representing the office at community events and meetings, coordinating and participating in constituent services, creating visibility around the district, event planning, and various office duties in both the District and City Hall offices.

Interns are given opportunities to lead, and are critically important members of our team. Qualified candidates are smart, energetic, self-starters, who are interested in every element of local government.

Hours are flexible and can be adapted to your schedule. Perfect opportunity for politically motivated college students interested in city government. College credit available for students whose institutions allow.

New York State Lieutenant Governor Kathy Hochul

New York State Lieutenant Governor Kathy Hochul is seeking an outstanding self-motivated, creative and resourceful individual to serve as an unpaid Public Service & Communications Intern for her NYC office. The Intern will get hands-on experience on the day-to-day workings of an elected official's office.

Responsibilities would include assisting the Lieutenant Governor's Staff in drafting daily briefings, mechanicals, communications planning & support, and assisting in various administrative tasks as well as long-term project support.

Requirements:

- Junior or Senior status with a 3.0 GPA or higher
- Prior experience working in an elected official's office or media setting is preferable

- Strong written and oral communication skills
- Strong administrative skills
- Ability to work in a fast paced environment, accept and be open to feedback for teaching and learning, and to work in a team dynamic
- Self-motivated individual with a desire for professional growth

Council Member Ben Kallos, 5th District

Ben Kallos is a progressive Democrat who represents the Upper East Side, Midtown East, El Barrio and Roosevelt Island. He is a lawyer, software developer, and previously ran a good government group. Council Member Kallos stands for affordable housing, women’s rights, marriage equality, investing in education, and government that is open, transparent and accountable. He serves on the Land Use, Education, State and Federal Legislation, and Women’s Issues Committees and chairs the Governmental Operations Committee, which has broad oversight powers over 13 agencies including the Board of Elections, Campaign Finance Board, Citywide Administrative Services, Tax Commission and Law Department. Please visit BenKallos.com to learn more.

Responsibilities:

- Constituent Services – providing assistance, responding to inquiries, and working with government agencies to resolve problems for constituents.
- Organizing – attending community events and canvassing residents and small businesses.
- Communications –newsletter articles, press releases and tracking, opinion editorials, press conferences, designing posters and infographics, photography, video and social media.
- Event Planning – plan, coordinate and advertise community events such as forums.
- Legislation –legislative research, attending legislative meetings and briefings, and developing legislative position memorandum.

In addition to the regular assignments outlined above, interns who commit more hours or do an exemplary job will have the option of proposing a special project. These projects range from organizing an event to drafting a policy proposal that may become law. Interns are required to work a minimum of 15 hours per week with preference given to interns who work additional hours and can take on more responsibility.

Communication Internship: The intern’s main responsibilities will be assisting in managing Council Member Kallos’ social media accounts, including Twitter, Facebook, and Instagram, building a creative digital presence, and helping to manage our website and its content (benkallos.com).

Additional duties may include but are not limited to:

- Building media lists
- Reaching out to journalists/News Organizations
- Considering creative media angles
- Compiling press clips
- Writing press releases & media advisories

Interns will have the opportunity to work closely with senior staff and are encouraged to pursue a project of their choosing. Applicants should be interested in working with new media and graphic design as well as have a general interest in New York City politics. Interns are required to work a minimum of 15 hours per week with preference given to those available who work additional hours.

Assembly Member Brian Kavanagh, 74th Assembly District

New York State Assembly Member Brian Kavanagh seeks interns to participate in the full range of activities of a busy district office. Interns will assist in meeting with community and advocacy groups; researching and responding to correspondence; drafting testimony and talking points; working on community based projects, events, and initiatives; drafting, analyzing and tracking legislation, conducting research and developing positions on policy issues; developing agendas and coordinating materials for meetings and public hearings; assisting and organizing press conferences, and attending events and meetings.

We seek interns with a genuine commitment to public service, strong written and oral communication skills, ability to conduct research and think analytically, and computer proficiency. Experience with spreadsheets and databases is especially valuable. Interns must be able to multi-task and work in a team setting as well as independently.

Interns with a background in law, political science or governmental administration are strongly considered candidates, but all backgrounds and majors will be considered for the position. We are accepting applications for full- or part-time internships, however we kindly request that individuals be available to commit a minimum of three work days per week during the course of their internship. We can work with interns to meet academic credit requirements.

Council Member Karen Koslowitz, 29th District

The Office of New York City Council Member Karen Koslowitz is seeking interns for the Fall 2017 semester in the Queens district office. Prospective interns should be energetic, punctual, hard-working and show interest in NYC government. The interns will focus largely on constituent services and will assist our constituent services staff with addressing constituent cases and helping them navigate through city agencies. Different specialties where interns can focus include education, healthcare, transportation, quality of life, and public safety. Interns are required to work a minimum of 15 hours a week.

Responsibilities and duties include:

- Greet office visitors/constituents assist them with any information they might need
- Assist with constituent intake and follow up
- Attend community meetings with the Community Liaison
- Assist with office administrative tasks including: answering phones, preparation of mailings, case filing, data entry and drafting letters to city agencies on behalf of constituents
- Conduct research on a myriad of issues

Assembly Member Dan Quart, 73rd Assembly District

Assembly Member Dan Quart was first elected to the New York State Assembly in 2011 to represent the 73rd Assembly District on the East Side of Manhattan. The District Office is particularly conducive to a successful internship given the small, close-knit staff and the fun and challenging work environment. Our interns can expect to learn many important skills including community development, communications, legislative research, and networking. You can learn more about Assembly Member Quart at www.assembly.state.ny.us.

Responsibilities:

- Press – write newsletters; assist with writing press releases, opinion editorials, news summaries and coordinating press conferences
- Event Planning – help plan, coordinate and advertise community events such as forums
- Legislation – legislative research, develop legislative position letters, draft proposals for new legislation

- Constituent Services – provide assistance, respond to inquiries, and work with government agencies to resolve problems

In addition to the regular assignments outlined above, interns possessing unique skills will also devote a small amount of time to special projects. These projects include improving design and layout of press and event materials for graphics students, or developing digital outreach and constituent information management for computer science students.

Assembly Member Rebecca A. Seawright, 76th Assembly District

The office of Assembly Member Seawright is seeking talented students for an internship opportunity in their community office. Applicants must have the desire to learn about local government and public service. The internship entails learning about different constituent issues and how to make the community office vibrant and responsive to the needs of the neighborhood.

This position provides students with an exciting opportunity for personal and professional growth with exposure to a variety of services and resources. Selected interns will learn the communication and problem solving skills necessary to become a public servant. Interns will be involved in a number of functions including, but not limited to, legislative research, constituent services, event planning, administrative tasks, and community organizing. All intern positions are unpaid.

Requirements: Applicants must be sophomores, juniors or seniors in college and willing to commit to a minimum of 15 hours.