

NEW YORK CITY COUNCIL JOB POSTING

Position	Summer Intern	Work Hours	10-15 per week
Office	Council Member Andrew Cohen	Open Date	February 20, 2015
Number of Positions	1	Close Date	March 31, 2015

DUTIES AND RESPONSIBILITIES

The Office of Council Member Andrew Cohen is seeking a motivated intern with an interest in public service, city government, legislation, and public policy. Interns are expected to undertake projects on budget initiatives, answering and addressing constituent concerns, planning and participating in community outreach events, in addition to the various administrative duties that are part of running a city council office.

REQUIREMENTS

Interns must be capable of creative and analytical thinking, possess strong oral and written communication skills, display initiative and determination, and serve as a good representative of New York City Council.

Undergraduate/graduate students currently enrolled in a college or university, in good standing, are encouraged to apply.

This is an unpaid internship.

HOW TO APPLY

Qualified candidates should forward a cover letter and resume by **March 31, 2015**:

E-MAIL: KTheobald@council.nyc.gov

FAX: (212) 791-5266
 Attention: Kate Theobald

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
