

Mayor's Summer Intern Program 2017 *(a non-paid internship opportunity)*

- Purpose:** To provide a meaningful opportunity for up to three interns to learn about City government and the New Rochelle community, while utilizing their skills to facilitate civic goals.
- Eligibility:** Applications are welcomed from college students or students planning to enter college in Fall 2017, who have consistently maintained a cumulative GPA of no less than 3.2 (overall 87 or B+ or higher average). Applicants must be New Rochelle residents with an interest in government and public policy, good research and writing skills, and a professional, courteous demeanor.
- Duties:** Interns will assist with the general operation of the Mayor's office, respond to constituent inquiries, work with various City departments and undertake special projects related to City operations and/or in partnership with various community organizations. Interns will have daily contact and interaction with Mayor Bramson and the Mayor's Senior Advisor for Community Relations, Angela Derecas Taylor.
- Structure:** Internships will begin on July 5, 2017 with a mandatory full week of orientation, giving interns an opportunity to meet with the City Manager and other senior staff in order to gain an understanding of municipal operations. After the orientation week, each intern's start date will be dependent upon his/her individual availability. Internships will conclude in mid-August, again with specific ending dates to be tailored to individual circumstances and availability of the candidate.
- The Mayor's office is open Monday-Friday, from 8:30am to 4:30pm. Interns will be scheduled within this time frame, but considerable flexibility exists to structure individual daily and hourly commitments. In previous years, interns have typically devoted approximately twelve to sixteen hours per week to their position.
- In addition, there will be opportunities to participate in off-site events, such as ribbon cuttings, neighborhood meetings, and other community happenings of interest, which may fall outside of normal business hours. Interns may be invited, but are not obligated, to attend such events.
- To Apply:** If interested in interviewing for a summer internship, please forward a cover letter, resume and one personal reference letter to ataylor@newrochelleny.com no later than April 28, 2017. Within your cover letter, please indicate any specific areas of interest related to municipal government. Interviews will take place during the month of May and applicants will be notified of their acceptance or denials by May 26, 2017.