

Fall 2018 Internship Applications Are Open!



The office of Council Member Jumaane D. Williams is now accepting intern applications for Fall 2018. This is a chance for college-level students with an interest in government operations, community engagement, public service, or communications strategy to obtain real world experience in a dynamic setting. We are looking for interns in the following areas:

Office Management: Interns in this area will aid in schedule management and planning as well as office operations. Interns will coordinate between offices, agencies, and outside entities to ensure efficient daily scheduling and event planning. Attention to detail is a must.

Constituent Services: Interns within the constituent services department will be responsible for maintaining and scheduling constituent appointments, receiving and recording constituent concerns, and assisting in facilitating aide/coordinating city agencies.

Communications: Communications interns will assist in crafting press releases, community engagement messaging, research, and social media content. Interns may also help coordinate and record press conferences media appearances in television, radio, and print.

All applicants should be self-motivated, organized, and capable of working in a fast-paced setting. If you or someone you know would be interested in any of these fields, now is your chance to pursue a unique opportunity in the varied and rewarding environment of New York City government. Applicants should be enrolled in college and have basic administrative skills, with a strong interest in government.

Please send resumés to Office Manager Elaine Williams elwilliams@council.nyc.gov by September 4, 2018 to be considered for a fall internship.

Feel free to call our office at 718.629.2900 with any questions.

Council Member Jumaane D. Williams | 45th Council District, 4517 Ave D, Brooklyn, NY 11203