

Table of Contents

Government Offices

<i>Council Member Ben Kallos, 5th District</i> _____	2
<i>Assembly Member Brian Kavanagh, 74th Assembly District</i> _____	3
<i>Congresswoman Carolyn B. Maloney, 12th Congressional District</i> _____	3
<i>Assembly Member Dan Quart, 73rd Assembly District</i> _____	4
<i>Council Member Karen Koslowitz, 29th District</i> _____	5
<i>New York State Lieutenant Governor Kathy Hochul</i> _____	5
<i>Council Member Keith Powers</i> _____	6
<i>Council Member Margaret Chin, 1st District</i> _____	7
<i>Assembly Member Rebecca A. Seawright, 76th Assembly District</i> _____	8
<i>Council Member Vanessa Gibson, 16th District</i> _____	8

Spring 2018 – Offices of Government Offices

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.

Congresswoman Carolyn B. Maloney, 12th Congressional District

Congresswoman Carolyn B. Maloney is looking for well-motivated and enthusiastic college-aged students to work as interns in her Manhattan office. Interning is an excellent way to learn about Congress, politics, and the legislative process. Interns in the Manhattan office primarily assist staff with casework, acting as liaisons between constituents and government agencies. They also research local policy issues, assist the press secretary in planning events, placing

stories, and making calls to arrange press conferences, and attend community events throughout the 12th Congressional District. Interns should have good written and verbal communication skills, the flexibility to work in a fast-paced office and a genuine interest in the political system and public service. Internships usually last between six and twelve weeks with a 12 hour/week minimum requirement. The Spring 2018 internships are available for full days on Tuesdays and Wednesdays. Preference is given to residents of the 12th Congressional District.

Assembly Member Dan Quart, 73rd Assembly District

Assemblymember 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.

Description: Interns will be asked to take part in all aspects of running a successful district office.

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.

The office is looking for someone who can start the second week of January or at start of Spring 2018 semester.

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

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 Keith Powers

Council Member Keith Powers represents the 4th Council District in Manhattan, covering the Upper East Side, Carnegie Hill, Midtown, Murray Hill, Turtle Bay, Sutton Place, Tudor City and Stuyvesant Town and Peter Cooper Village. Council Member Powers is a lifelong New Yorker and a third generation resident the district. Throughout his life, Keith has been committed to his community as a tenant leader, community leader, and working in government.

Position Outline: The office of City Council Member Keith Powers is searching for a self-motivated, high-energy, organized, and detail-oriented students who have a passion for public service. The ideal applicant will have a high comfort level with speaking over the phone with constituents, and navigating search engines, databases and common office software. Hired interns will gain valuable work experience in government operations, constituent service, and community engagement.

Responsibilities:

- Greeting office visitors
- Answering phones, routing calls and taking messages
- Detailed data entry
- Research on community issues
- Attending community events
- Drafting correspondence to constituents
- Collaborating on various projects with staff and team of interns
- Assisting Community Liaisons with constituent casework

Requirements:

- Strong communications skills
- Ability to meet deadlines with relentless attention to detail and accuracy
- Computer and internet proficiency
- Enthusiastic about learning new skills
- Interest in government, community affairs, and public service

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.

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.

Council Member Vanessa Gibson, 16th District

Council Member Vanessa L. Gibson proudly represents the Bronx's 16th Council District, which includes the neighborhoods of Claremont, Concourse, Concourse Village, Highbridge, Morris Heights, Mount Eden, Morrisania. As the West Bronx's voice at City Hall, she passionately advocates for affordable housing, low income families, seniors, job creation, and meaningful opportunities for our youth. She was recently appointed Chair of the newly created Subcommittee on Capital Budget. In her new role, Council Member Gibson will have oversight on all City agencies' capital budget spending.

Council Member Gibson is a life-long New Yorker, proud graduate of the City's Public School system, a former State Assemblywoman, and an alumna of SUNY Albany (undergraduate) and Baruch College, where she received her MPA.

Expectations of Interns

Interns will be asked to take part in running a successful district office:

- **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.
- **Outreach** - assisting the Director of Outreach with event planning (plan, coordinate and advertise community events).
- Interns may also be invited to attend New York City Council Stated Meetings.

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.

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.