**Description**

The Office of the Borough President seeks an entrepreneurial and creative intern who, in working closely with the Director of Capital Budget and Economic Development, will help further several initiatives within the office, assist with management of capital budget projects, and provide administrative support as needed.

Specific job tasks include:

1. Conduct research and analysis related to the advancement of economic development initiatives
2. Provide support on capital project management
3. Assist with business services
4. Execute administrative duties as necessary

**Department/Division**

Chief of Staff

**Qualifications/Requirements**

* Currently enrolled in undergraduate program, or recently graduated
* Excellent research, analytical, written, and verbal communication skills
* Proficiency in Microsoft Word, Excel and PowerPoint
* Ability to manage multiple tasks in a fast-paced environment with little supervision
* Some office experience preferred

**Location**

Brooklyn, New York

**Position type**

Unpaid Internship -- Part-time or full-time, minimum 12+ hours a week

**Contact Information**

Please submit a resume, cover letter and writing sample, via email, to:

Kai D. Feder

Director, Capital Budget and Economic Development

Office of Brooklyn Borough President Marty Markowitz

Kfeder@brooklynbp.nyc.gov

**Office Location**

209 Joralemon Street, Room 120

Brooklyn, NY 11201