**Office of the Brooklyn Borough President – Policy and Planning Intern**

**Objectives**

The program offers an opportunity to young people to supplement their academic training by observing the daily workings of the Office of the Brooklyn Borough President first hand, and to provide our staff with additional technical and supportive assistance. The internship is designed to provide exposure to public policy-making, legislative and community outreach process. Interns will acquire skills and knowledge they can apply in their chosen careers and future life experiences. In the long term, it is expected that Interns will contribute to a greater public understanding and appreciation for community outreach and direct constituent intake.

The Office of the Brooklyn Borough President is seeking a uniquely qualified and self-motivated individual as the organization’s unpaid intern. The individual will be based out of Brooklyn Borough Hall, located in downtown Brooklyn, NYC.

Intern will assist Borough President and Office staff in a variety of initiatives related to the quality of life in our urban neighborhoods including housing, public safety, transportation, community reinvestment, downtown revitalization, public health, and economic development. The intern is expected to work a minimum of 10 hours per week, primarily out of the Policy and Planning Unit, and to perform a number of essential duties to ensure that the organization is moving forward, including but not limited to:

Responsibilities will include:

* Assessing community needs to inform and shape strategies and policy initiatives developing summaries of research products and/or best practices on specific topics as assigned for internal and external consumption
* Assist in the execution of urban strategies, and provide research assistance
* Staff support
* Ongoing feedback and analysis on projects related to the urban area
* Assisting with time sensitive projects that may include interaction with constituents via email and/or phone.
* Organization of documents and/or related data entry.

Desired Background:

* Knowledge of policy issues concerning affordable housing and community development
* Familiarity with agencies pertinent to housing, community reinvestment, wealth creation, and downtown revitalization
* The ability to handle multiple projects
* Strong interpersonal and consensus building skills
* Excellent research, written, and oral communications skills
* Strong computer and clerical skills

Interested individuals should submit a resume and cover letter, preferably by e-mail to Marie Ann Meyr at [mmeyr@brooklynbp.nyc.gov](mailto:mmeyr@brooklynbp.nyc.gov). This position is a non-compensated position.