



PUBLIC ADVOCATE FOR THE CITY OF NEW YORK

Letitia James

Position: Policy Internship
Location: 1 Centre Street, New York, NY
Salary: Unpaid
Program Start Date: May 2015
Contact: Joan Laufer, Intern and Volunteer Coordinator
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Application Deadline: Friday, March 6, 2015

Overview

The Public Advocate for the City of New York is a citywide elected official who serves as a direct link between the electorate and city government, effectively acting as an ombudsman, or "watchdog," for New Yorkers by providing oversight of city agencies, investigating citizens' complaints about city services and making legislative or policy proposals to address perceived shortcomings of those services. The Public Advocate presides over New York City Council stated meetings and is a non-voting member of the Council with the right to introduce and co-sponsor legislation.

Position Description

The Policy Unit is responsible for tackling numerous challenges in the City of New York. Currently, the unit is working to build a progressive agenda centered on the feminization of poverty, creating and protecting affordable housing and advocating for marginalized communities. The policy intern will conduct research, draft investigative reports and develop policy proposals that seek to support fairness and greater transparency within the city. Additionally, the intern will be expected to develop policy memos, collect and analyze data and participate in advocacy meetings and hearings to help determine issue areas for inclusion. Interns pursuing a law degree may assist with legal research and bill drafting in connection with possible City Council legislation.

Preferred Qualifications

- Preferred candidates should be pursuing an advanced degree and/or have just completed their graduate level studies in public administration, public affairs, public policy, law, urban planning, economics, public health, etc.
- Excellent research and analytical skills, preferably supporting legal and/or technical research
- Familiarity with design programs and GIS software to create charts and maps
- Ability to work independently and with a team in a fast-paced environment
- Knowledge of and experience or interest in New York City policy and politics
- Great sense of humor

Interested applicants should send their most recent resume, cover letter and 2-page writing sample to Joan Laufer, Intern and Volunteer Coordinator at jlaufer@pubadvocate.nyc.gov.