



# Letitia James

## Public Advocate for the City of New York

**Position:** Policy Internship  
**Location:** 1 Centre Street, New York, NY  
**Salary:** Unpaid  
**Program Start Date:** Rolling

**Contact:** Joan Laufer  
Jlaufer@pubadvocate.nyc.gov

**Application Deadline:** Rolling

### Overview

Letitia James is the Public Advocate for the City of New York, the second highest ranking elected office in the City. As Public Advocate, she serves as a direct link between New Yorkers and their government, acts as a watchdog over City agencies, and investigates complaints about City services.

### 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.

### Responsibilities:

- 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 a two page writing sample to Joan Laufer at [jlaufer@pubadvocate.nyc.gov](mailto:jlaufer@pubadvocate.nyc.gov)