

Internship with Council Member Margaret Chin



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.

Council Member Margaret Chin's office is seeking students with a strong interest in politics, government, civic engagement and public service. Learn the ins and outs of City government: how to work with constituents, pass legislation in City Hall, and fight for New York City's diverse communities at the district level. Internships run during regular business hours with a flexible schedule and minimum of 20 hours per week.

Duties & Responsibilities:

- Assisting staff with constituent intakes
- Working with government agencies
- Conducting policy and legislative research
- Attending community events and City Council meetings
- Performing administrative duties

In addition to the duties and responsibilities listed above, interns will also be assigned to special projects based on his/her interests.



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**

How to Apply:

If interested, please send a resume and cover letter to Deputy Chief of Staff, Gigi Li at Gli@council.nyc.gov. Please include your availability and hours you are able to work in your cover letter.

Communications Internship with Council Member Margaret Chin

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Duties & Responsibilities:

Under the guidance of the Director of Communications, the intern will assist with 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

Qualifications:

- Undergraduate or graduate student
- Interest in learning about city government and communications work
- 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**

How to Apply:

If interested, please send a resume and cover letter to Chief of Staff, Paul Leonard at Pleonard@council.nyc.gov. Please include your availability and hours you are able to work in your cover letter.