



**CITY OF ALBANY  
OFFICE OF THE MAYOR**  
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**KATHY SHEEHAN**  
MAYOR

**Attention Residents and Students of Albany**

**Interns wanted for the Mayor's Office of Equity and Community Outreach**

**City Hall, 24 Eagle Street, Albany, NY**

The City of Albany Mayor's Office is looking for self-motivated student interns who want to positively influence their community by working with the Mayor's Office of Equity and Community Outreach. This experience will provide an understanding of local government, event planning, Mayor Sheehan's Equity agenda, community service, business skills, and more.

Prior experience in customer service and public contact work is preferred.

**Preferred Skills:**

- Microsoft office (Word, Excel, Outlook)
- Business communication skills (verbal and written)
- Ability to work independently

1. Must be at least 16 yrs. or older (If in high school or college student must be in good academic standing.)
2. Be willing and available to work at least 5+ hours in a week. Hours available up to 37.5 hours/per week/individual
3. Provide a letter of reference from an instructor or administrator at his or her school, from a family member or relative, or a mentor
4. Have a positive attitude and work ethic.
5. Agree to confidentiality. A non-disclosure agreement will be provided for signing upon acceptance of the internship.

For inquiries regarding internship opportunities please contact

Eva Bass: 518-434-9821 or [ebass@albanyny.gov](mailto:ebass@albanyny.gov)

or

Jasmine Higgins: (518)434-5102 or [jhiggins@albanyny.gov](mailto:jhiggins@albanyny.gov)