



**CITY OF ALBANY
OFFICE OF THE MAYOR**

24 EAGLE STREET
ALBANY, NEW YORK 12207
TELEPHONE (518) 434-5100
WWW.ALBANYNY.ORG

KATHY SHEEHAN
MAYOR

The City of Albany Mayor's Office is seeking an intern to work between 10 to 20 hours per week during the Winter/Spring 2020 Term. We are seeking applicants who are professional, organized, self-motivated and eager to learn. This internship is an excellent opportunity for those who are interested in local government and public service, and seek to work in a fast-paced executive office. Interns will have the opportunity to engage with constituents and various City departments, and will handle issues related to the Mayor's Communications and Policy portfolios.

Typical work activities include facilitating constituent issue resolution, drafting correspondence, research, and other duties as assigned. In addition to working in the Mayor's Office, interns will have the opportunity to work with the Mayor's Office of Equity and Community Outreach and the Office of Equal Opportunity and Employment.

To apply, please submit a cover letter, resume, reference list, and short writing sample. Interested applicants can submit their materials to Jasmine Higgins at jhiggins@albanyny.gov.