



OFFICE OF THE MAYOR  
NEW YORK CITY COMMISSION FOR THE UNITED NATIONS,  
CONSULAR CORPS AND PROTOCOL  
2 United Nations Plaza, New York, New York 10017  
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## INTERNSHIP PROGRAM DIPLOMATIC AND CONSULAR AFFAIRS

**Organization Profile:** The New York City Commission for the United Nations, Consular Corps and Protocol serves as the City's primary liaison between the Office of the Mayor (as well as all City agencies) and the United Nations, 192 Permanent Missions, and 110 Consulates. As host to the headquarters of the United Nations and the world's largest diplomatic and consular community, the Commission's main purpose is to facilitate positive relations among members of the international community, local, state, and federal governments, and New Yorkers and New York City businesses. Website: <http://www.nyc.gov/international>

**Internship Description:** Every semester, the New York City Commission for the United Nations, Consular Corps and Protocol offers internships to exceptional students interested in politics, government, and international affairs. Interns are primarily responsible for assisting the Commission's staff in their day to day activities. The staff works closely with the Diplomatic and Consular Community, as well as with various City agencies. Interns must possess excellent speaking, writing, and computer skills. A working knowledge of database and word processing programs is a must. The intern must also be able to act quickly with minimal guidance due to the fast-paced nature of this busy government office. This internship is an excellent opportunity for anyone looking to gain first hand experience in the world of international affairs.

**Time Commitment:** This unpaid internship runs on an academic calendar, with separate programs for the fall, spring and summer semesters. During the fall and spring, only a part-time commitment is necessary. During the summer, we require a full-time commitment from our interns (Monday through Friday, 9am-5pm).

**Contact:**

New York City Commission for the United Nations, Consular Corps and Protocol  
Attention: Tricia Summers  
2 United Nations Plaza  
New York, NY 10017

**\*NO PHONE CALLS PLEASE**

**\*If interested, please send BOTH your résumé and cover letter to [unccp@cityhall.nyc.gov](mailto:unccp@cityhall.nyc.gov), specifying the the particular program for which you are applying (fall, spring or summer) and with the subject heading "Diplomatic & Consular Affairs Internship."**