



Office of the Mayor
NEW YORK CITY COMMISSION FOR THE UNITED NATIONS,
CONSULAR CORPS AND PROTOCOL
DIVISION FOR INTERNATIONAL BUSINESS
TWO UNITED NATIONS PLAZA, NEW YORK, NEW YORK 10017

MARJORIE B. TIVEN
COMMISSIONER

TERRY D. JACKSON
MANAGING DIRECTOR

INTERNSHIP DESCRIPTION

General Description

The Division for International Business in the Office of the Mayor, New York City Commission for the United Nations, Consular Corps and Protocol, offers internships on a semester basis. The Division for International Business' primary objectives are to attract international business and investment to New York City and to increase opportunities for existing international businesses. We assist foreign companies that are opening operations/offices in the City, and link international companies to non-profit businesses and cultural institutions, as well as private sector resources. In this capacity we cooperate with bilateral chambers of commerce, foreign trade commissions, Federal, State and City government agencies, and local economic development agencies and other organizations. We also meet with visiting delegations and refer companies to appropriate agencies when other city services are needed.

Interns support the Managing Director and Director in providing services to foreign clients, and are part of client meetings when practicable. In addition, interns perform a wide variety of duties ranging from drafting correspondence, to research, to analyzing our client files to maintaining databases. We seek a candidate with broad interests and qualifications, who can initiate and follow through on projects with minimal supervision. We prefer interns who will work at least 12 hours/week during the school year (35 hours/week in summer). Candidates should be computer literate, possess strong writing skills, and demonstrate interest in several of the following fields:

International business, international trade
Marketing, public relations
Foreign languages

This internship is unpaid.

Interested applicants should send a resume to:

Elizabeth Rose DALY
Director, International Business
Division for International Business
Office of the Mayor
NYC Commission for the UN, Consular Corps and Protocol
2 United Nations Plaza – 27th Floor
New York, NY 10017
Tel: 212-319-9300 ext 219
Fax: 212-319-3430
e-mail: Edaly@cityhall.nyc.gov
Web site: www.nyc.gov/international