



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

MARJORIE B. TIVEN
COMMISSIONER

BRADFORD E. BILLET
DEPUTY COMMISSIONER

**INTERNSHIP PROGRAM
MAYOR'S OFFICE FOR PROTOCOL**

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 111 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: www.nyc.gov/international

Internship Description: Every semester, the New York City Commission for the United Nations, Consular Corps and Protocol, Mayor's Office for Protocol, offers internships to exceptional students interested in politics, government, and international affairs. Interns are primarily responsible for assisting with day to day activities. 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.

This year, the Mayor's Office for Protocol has a special project to update the National Protocol Directory 2009. In addition to responding to inquiries to the Office for Protocol, the intern will assist with this project and will be acknowledged in the publication. For this project, knowledge of Quark is helpful.

Time Commitment: This internship is run 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, whereas we require a full-time commitment from our interns for the summer program (Monday -Friday, 9am-5pm).

Contact:

New York City Commission for the United Nations, Consular Corps and Protocol
Mayor's Office for Protocol
100 Gold Street, 2nd Floor
New York, NY 10038
Fax: (212) 788-3235
Email: protocoloffice@cityhall.nyc.gov

***NO PHONE CALLS PLEASE**

***If interested, please send BOTH your résumé and cover letter to the aforementioned email or fax number.**