

Constituent Services Intern

2 Positions Available

Summary:

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement at New York City Council. The intern reports to the constituent services director.

New York City Council Member Carlos Menchaca seeks a constituent services intern who will join a team of dedicated individuals working to address the issues of thousands of New Yorkers in District 38. The prospective intern should be committed to assisting a diverse community with obtaining essential services provided by the City of New York. City services address, but are not limited to: housing, transportation, health care, social services, environmental issues, economic development issues, and immigration. The constituent services intern will represent the Council Member and will work under the supervision of the constituent services director at the Council Member's district office in Sunset Park, Brooklyn.

Intern candidates should not contact CM Menchaca's office directly. Application contact information is below.

Scope of Duties

- Support the representatives of the Office of Council Member Menchaca to facilitate the delivery of city services to constituents and inform them of their legal rights.
- Supervise and track the progress of assigned, individual constituent cases including:
 - Corresponding with the constituent and relevant entities
 - Helping to create an action plan, document the constituent issue, and follow up with the constituent. This will include compiling reports to be submitted to the constituent services director.
- Represent the Office of Council Member Carlos Menchaca and the constituent services division at select events and community meetings in District 38
- Assist with office administrative tasks such as answering the office telephone line and greeting guests at the front desk of the office to ensure all constituents are being treated with the same level of respect and courtesy. This also includes maintaining a clean and respectful working environment.
- New York City Housing Authority (NYCHA) case intake

Qualifications

- Some experience working with community groups, electoral or advocacy campaigns, government agencies, or experience within the office of an elected official.
- An interest in government and politics, community organizing, and relationship building.
- Familiarity with Microsoft Office Suite.
- Spanish or Chinese language skills are heavily preferred.

Characteristics

- Responsible
- Motivated
- Collaborative
- Charismatic

Compensation: This is a part-time internship for up to sixteen hours/week. \$13/hour paid through the Brooklyn Community Pride Center. Metro Cards provided. No benefits are provided.

Applications: E-mail cover letter and résumé, SahLeem Butler, Youth Pride Program manager, at sbutler@lgbtbrooklyn.org. Subject: [Your name]: City Council District 38 - 2018 Internship Position. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Location: Council Member's district office in Sunset Park, Brooklyn

Women, people of color and transgender people are encouraged to apply. The Brooklyn Community Pride Center is an affirmative action employer.