

Constituent Service Intern
1 Position Available

Summary:

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement at the Office of New York City Council Member Carlos Menchaca. The intern reports to the Director of Constituent Services and collaborates with other constituent services and community affairs staff as appropriate.

Council Member Carlos Menchaca's office represents the Brooklyn neighborhoods of Red Hook and Sunset Park. Together with 50 other council members, and the mayor, Mr. Menchaca is in charge of making the laws and funding the agencies that govern and form our city. His office facilitates the delivery of municipal services to over 150,000 district residents as well as immigrants city-wide. Mr. Menchaca chairs the Immigration Committee at the Council and is a champion of progressive policies (i.e. funding for adult literacy programs, an immigrant-friendly municipal ID, expanding our affordable housing stock).

Scope of Duties

- Greet constituents and familiarize them with office procedures
- Manage phone lines and delegate messages to staff
- Help respond to correspondence from constituents
- Share Mr. Menchaca's progressive agenda with constituents
- Represent the New York City Council and Mr. Menchaca

Qualifications

- Must speak Spanish or Mandarin
- Must like working with people
- Must be enthusiastic to learn

Characteristics

- Collaborative
- Friendly
- Good public speaker

Compensation: This is a part-time internship for up to sixteen hours/week. \$13/hour paid through the Brooklyn Community Pride Center. MetroCards 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]: CM Menchaca 2018 Internship Position. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Location: Sunset Park, Brooklyn

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