

New York City Economic Development Corporation - Summer 2023 Internship Program

Our Vision: To make New York City the global model for inclusive innovation and economic growth, fueled by the City's diverse people and businesses.

Our Mission: To create shared prosperity across New York City's five boroughs by strengthening neighborhoods and growing good jobs.

Are you passionate about public service and New York City? Do you want to have a hand in shaping our city's skyline and future? We are seeking passionate Summer Interns to join our dynamic team of skilled and dedicated New Yorkers committed to making New York City a more prosperous place to live and work.

Click [here](#) to learn more about NYCEDC's divisions and the variety of work that we do across the five boroughs.

Internship Program: Our 2023 Summer Internship Program is a paid 10-12-week internship program, scheduled to begin on June 6, 2023. Interns are expected to work full-time throughout the summer.

Summer interns will join an intern class consisting of undergraduate and graduate students to work on exciting projects in one of EDC's many dynamic departments. Summer Interns will also participate in training programs, networking events, and other professional development opportunities over the course of the program.

Our Summer 2023 Internship Program application deadline is Monday, January 30. All materials must be submitted by EOD that date – incomplete or late applications will not be considered.

Please find full list of departmental placements on our Careers Page [HERE](#) and listed below:

- Accounting
- Asset Management
- Budget
- Capital Program
- Economic Research & Policy
- Funding Agreements
- Government and Community Relations
- Grants Management
- Human Resources
- Initiatives
- Land Use
- Legal
- Management Information Systems/IT
- Neighborhood Strategies
- Records Management
- Strategic Investments Group
- Strategy
- Transportation
- And many more!

Qualifications & Requirements:

- Enrolled in an undergraduate or graduate degree program; recent graduates are also encouraged to apply
- Demonstrated enthusiasm for the mission of NYCEDC
- Proven ability in using database and presentation tools, including Excel, PowerPoint, and Word
- Strong interpersonal, analytical, and written and verbal communication skills
- Detail-oriented and organized, with the ability to multi-task and manage deadlines
- Proactive and able to work in collaborative, cross-functional teams
- Must submit a resume and cover letter for the application
- Must be able to work full-time and complete the entirety of the 12-week program
- Must be vaccinated against the COVID-19 virus as defined by the CDC, unless they have been granted a reasonable accommodation for religion or disability

Salary Target: \$18/hour (undergraduate-level students); \$23/hour (graduate-level students)

About Us: NYCEDC is New York City's primary vehicle for promoting economic growth in each of the five boroughs. Our mission is to create shared prosperity across New York City's five boroughs by strengthening neighborhoods and growing good jobs. We do this by developing, managing, and implementing expansion and redevelopment programs that encourage investment and strengthen the city's competitive position.

NYCEDC is dedicated to the creation of a dynamic, equitable, and sustainable urban economy. We are making sure that whatever happens next, happens right here in New York City—and that all New Yorkers are a part of it.

The New York City Economic Development Corporation is an Equal Opportunity Employer. Our diversity and inclusion mission is to attract, retain, and engage a diverse workforce comprised of talented people. NYCEDC employees can expect to work as part of a highly engaged, passionate and inclusive workforce where everyone's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!

For more information, visit our website at [edc.nyc](https://edc.nyc.gov).

NYCEDC is continuing to closely monitor New York State guidelines in response to the COVID-19 pandemic. The safety of our employees and interns is our top priority. Currently, we are looking forward to welcoming our 2023 Summer Intern class onsite in our New York City Headquarters.