



Bureau of Intergovernmental and Community Affairs

Fall/Spring Intern—New York City, Buffalo and Suffolk County

Reference No. IGV_BUF_VUGS_FA/SP_2016-17, Buffalo Office

Reference No. IGV_NYC_VUGS_FA/SP_2016-17, New York City Office

Reference No. IGV_SFK_VUGS_FA/SP_2016-17, Suffolk County Office

The Bureau of Intergovernmental and Community Affairs at the Office of the New York State Attorney General (OAG) is seeking a talented and qualified undergraduate or graduate student (junior or higher) to assist with various community engagement projects and activities.

The Bureau is responsible for coordinating all significant communications between the OAG and New York's public and elected officials. The Bureau also manages the OAG's community outreach initiatives, partnering with not-for-profit, grassroots, community and issue-based organizations and public and elected officials. Finally, the Bureau is also responsible for educating the public about key issues, initiatives and the services offered by the OAG.

The selected student will assist with the development and implementation of the Bureau's outreach strategy. The duties will include researching events and issues at both the local, state and federal levels, organizing and attending public events; periodically acting as a liaison on behalf of the OAG at events and meetings; building and maintaining databases; and other tasks as needed or assigned.

We seek applicants with the following qualifications:

- Knowledge of and/or strong interest in state and local government;
- Demonstrates a commitment to social and economic justice;
- Strong communication skills, sound judgment and superior professionalism, including the ability to communicate effectively with staff, public and elected officials, community leaders and the general public;
- Willingness to take initiative on new and emerging projects;
- Prior political and/or campaign experience is a plus; and
- Ability to remain flexible and adaptable in a dynamic work setting.

This position is unpaid. Students may either volunteer or earn course credit, as approved by their school. Applicants must be full-time students and be able to work **a minimum of fifteen (15) hours/week**. Given the scope of the projects/initiatives that will be assigned, the student must be able to commit to an internship/externship of at least a semester in length.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications are being received online. To apply, please click on the link for the desired location:

Buffalo Office: [IGV BUF VUGS FA/SP 2016-17](#)

New York City Office: [IGV NYC VUGS FA/SP 2016-17](#)

Suffolk County Office: [IGV SFK VUGS FA/SP 2016-17](#)

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter** (*You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment*)
- **Resume**
- **Writing Sample**
- **List of three (3) references with contact information and email addresses**
- **Most recent transcript** (*unofficial is acceptable*)

Please note: Failure to submit a complete application will delay the consideration of your application.

If you have questions about a position with the OAG, the application process or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov.

For more information about the OAG, please visit our website: www.ag.ny.gov.