Executive Division
Policy & Legislative
Legislative Internship – New York City (Paid, Part-Time Opportunity for Law or Graduate Students)
Reference No. EXEC/PL_NYC_PUGS_SPR_2020

The application deadline is Friday, November 15, 2019.

The Policy & Legislation (P&L) team in the Executive Division of the New York State Office of the Attorney General (OAG) is seeking applications from law or graduate students for a paid, part-time internship during the spring 2020 semester.

The P&L team is primarily responsible for developing and managing the OAG’s legislative agenda. P&L collaborates with OAG Bureaus to generate legislation and policy ideas, advances the Office’s policy priorities by working with members of the legislature and relevant stakeholders, and tracks legislation and budget bills that impact the OAG.

*Please be advised that P&L supports the work of the legal bureaus but does not itself engage in legal casework.*

Duties of the Legislative Intern will include, but not be limited to the following:

- Track relevant legislation to OAG;
- Monitor local and national news sources to identify relevant issues to OAG;
- Conduct legal/policy research and draft supportive documents including memos; and
- Liaise with external stakeholders including legislators, advocates, and industry leaders on specific policy issues.

P&L is seeking candidates with following qualifications:

- Excellent research and writing skills, including experience with drafting policy memos;
- Knowledge and/or experience with the New York State Legislature and legislative process;
- Able to manage and prioritize multiple time-sensitive tasks simultaneously;
- Highly collaborative and with effective interpersonal communication skills;
- Proactive with a willingness to take on special projects;
- Proficiency in Word, Excel, and Outlook is required; and
- Prior experience using LRS a plus.

*This is a paid position for 15 hours per week.* The candidate selected for this position must be eligible to be employed in the U.S. and a full-time law or graduate student in good academic standing, as defined by their school. The selected candidate will be hired as a student assistant at the hourly rate of $15.28. **Candidates must be available to work the full legislative session, January-June.**

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. Applications must be received by Friday, November 15, 2019 to ensure consideration. To apply, please click on the following link: [EXEC/PL_NYC_PUGS_SPR_2020](#);

Applicants will be taken to the online application page and must be prepared to submit a complete application consisting of the following:
- **Cover Letter**
  - You may address to Legal Recruitment.
  - Indicate in your cover letter whether there are any deadlines related to your candidacy.
  - Please indicate your availability.
- **Resume**
- **List of three (3) references.**
  - Only submit professional (i.e., supervisor or professor) references.
  - Indicate your professional relationship to each reference.
  - Include contact information and email addresses for each reference.
- **Transcript**
  - Unofficial transcript is acceptable.
- **Writing Sample**
  - Submit any piece of writing that demonstrates your ability to communicate and analyze information in a clear and concise manner, as well as your grammatical skills.
- **Failure to submit a complete application will delay the consideration of your candidacy.**

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