



Princeton
Internships in
Civic
Service

PICS 2010 Internship Description

Organization Name: New York City Economic Development Corporation Public Affairs

Internship Location: 110 William St, NY, NY 10038

Required Dates: Yes No If yes, internship must start on: _____ and end on _____ or
must include the period:

Housing Will Be Available to Intern: Yes No If yes, housing will be free: or
housing will cost the student:

Expected working schedule for this internship:

Start Time: 9:00 am End Time: 5:00 pm
Lunch break: (duration) (specific time, if applicable)

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

Organization Description

Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.

The New York City Economic Development Corporation (NYCEDC) is a non-profit organization that functions as a city agency, reporting to the Deputy Mayor for Economic Development and Rebuilding. The NYCEDC is charged with encouraging economic growth in New York City through a variety of means, including facilitating real estate development, improving infrastructure, attracting and retaining businesses, and conducting economic research and analysis. Additional information on NYCEDC can be found by visiting <http://www.nycedc.com/>.

Internship Description

Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.

The public affairs office serves as the liaison between NYCEDC leaders and programs and the media. An internship with the public affairs office is an opportunity to experience public relations in a fast-paced, professional environment.

Princeton Internships in Civic Service is administered by the
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12 Stockton Street
Princeton, NJ 08540
609-921-7948, pics@69csf.org, www.69csf.org



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NYCEDC seeks a Public Affairs Summer Intern interested in gaining hands on experience with in-house public relations within New York City government.

Key Responsibilities:

- Draft, review and edit press releases, statements, and letters to the media about NYCEDC activities
- Review and monitor media coverage of NYCEDC programs and initiatives
- Compile editorial calendars in support of NYCEDC's public initiatives
- Manage and update press contact databases
- Participate in event planning and preparations for Mayoral press conferences
- Participate in team meetings and strategy sessions

Intern Qualifications

Describe any particular skills, background, or qualities you are seeking in an intern.

- Currently enrolled in a college or university
- Strong writing and communication skills
- Interest in City Government, Public Affairs
- Experience in Microsoft Word, Excel and PowerPoint

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