

*Mayor's*  
**L.E.A.D. DC**  
**Leadership|Engagement|And|Development**

Internship Program

## Fall Program

The Executive Office of the Mayor's Fall L.E.A.D. DC Internship program offers undergraduate and graduate students and recent college graduates the chance to gain valuable work experience in one of our departments.

We are looking for smart and hard-working individuals who are interested in gaining invaluable public service experience with the Executive Office of the Mayor of Washington, DC. The program offers weekly meetings with the district's top officials including: Deputy Mayors, Directors, and Chief of Staffs. Interns will also have the opportunity to produce their own public policy platform on health, economic development, safety, and/or transportation issues.

**Students in the past have worked in the following departments:**

Mayor's Office of Community Affairs  
Mayor's Office of Communication  
Mayor's Office of Talent and Appointments  
Mayor's Office of Women and Policy Initiatives  
Deputy Mayor for Greater Economic Opportunity  
Office of Federal and Regional Affairs  
Office of the Secretary  
Office of the City Administrator  
Office of Budget and Planning  
Office of General Counsel

The program will last for 12 weeks from September 14<sup>th</sup> to December 4<sup>th</sup>. Interns will be accepted on a rolling basis. To apply, please submit an application via [mota.dc.gov](http://mota.dc.gov) or <http://bit.ly/1Goax9w>.

### **Mayor's Office of Talent and Appointments (MOTA)**

*The Mayor's Office of Talent and Appointments is responsible for leading all talent acquisition strategy and operations, including recruiting individuals for cabinet and senior-level positions and boards and commissions for the District of Columbia.*

Duties will include, but not limited to:

- Drafting mayoral orders and resolutions
- Conducting legislative research
- Staffing board and commission meetings
- Fielding electronic and telephone inquiries
- Greeting visitors and guests and managing the office's database
- Providing support to staff and working on special projects as assigned

Students with an interest in business or law should apply.

### **Mayor's Office of Community Relations (MOCRS)**

*Engage everyday residents of Washington, DC about the services, activities, opportunities, problem-solving process, strategy and decision making of the District of Columbia Government.*

Duties will include, but not limited to:

- Identify and manage constituent issues
- Managing database
- Attending town halls and meetings

### **Office of the Deputy Mayor for Greater Economic Opportunity ("DMGEO")**

*DMGEO will create more opportunities to the middle class for those who are seeking employment or want to start and grow a business.*

Duties will include, but not limited to:

- Managing database
- Building relationships with key community leaders
- Attend meetings on behalf of the department

## **Mayor's Office of Community Affairs (MOCA)**

*The Mayor's Office of Community Affairs (MOCA) ensures continuous, open communication between District of Columbia residents and the Executive Office of the Mayor. The Office conducts and coordinates events, town halls, forums, and projects in support of the Neighborhood Service Initiative.*

### Available offices:

- **Serve DC**
  - *The Mayor's Office on Volunteerism is the District of Columbia Government agency dedicated to promoting service as an innovative, sustainable solution to pressing social challenges.*
- **Mayor's Office of African Affairs (MOAA)**
  - *Mayor's Office of African Affairs was created to ensure that a full range of health, education, employment, and social services are available to the African community in the District of Columbia.*
- **Mayor's Office of Clean City (MOCC)**
  - *The Mayor's Office of Clean City serves as the central point of contact and goal champion within the Mayor's initiative to clean up the District of Columbia and maintain its cleanliness*
- **Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA)**
  - *The Mayor's Office on Asian and Pacific Islander Affairs' mission is to improve the quality of life for District Asian Americans and Pacific Islanders through advocacy and engagement.*
- **Office of LGBT Affair (LGBT)**
  - *The Office of Lesbian, Gay, Bisexual, and Transgender Affairs works in collaboration with an Advisory Committee, appointed by the Mayor, to define issues of concern to the LGBT community and find innovative ways of utilizing government resources to help address these issues.*
- **Mayor's Office on Latino Affairs (OLA)**
  - *The mission of the Office on Latino Affairs is to improve the quality of life of the District's Latino residents by addressing a broad range of social and economic needs through strategic management of public and private partnerships, expertise on policy, community relations, civic engagement and community-based grants.*
- **Office of Religious Affairs (ORA)**
  - *The Office of Religious Affairs will cultivate policies that engage community and faith-based organizations in the creation of citywide programs and initiatives across multiple disciplines.*
- **Mayor's Office of Veteran Affairs (OVA)**
  - *The office was established to provide veteran benefits, assistance, information, outreach, effective advocacy, claims processing assistance and service provider coordination to veterans and their families so that they can access their entitled resources and benefits.*

- **Mayor's Office on Returning Citizens Affairs (ORCA)**
  - *The Office on Returning Citizen Affairs (ORCA) provides useful information for the empowerment of previously incarcerated persons in order to create a productive and supportive environment where persons may thrive, prosper and contribute to the social, political and economic development of self, family, and community.*
- **Office on Women's Policy and Initiatives (OWPI)**
  - *The Office on Women's Policy and Initiatives (OWPI) is committed to enhancing the quality of life for all women and their families within the District of Columbia. OWPI, working in conjunction with the DC Commission for Women, is in a unique position to serve as a liaison between the public and private sectors and the Executive Office of the Mayor.*

#### **Office of Budget and Finance (OBF)**

*The Office of Budget and Finance (OBF) sets annual policy goals for the operating and capital budgets and advises the Mayor and City Administrator on financial outcomes. In addition, OBF recommends programmatic and fiscal policy initiatives to the Mayor, City Administrator and Deputy Mayors during the annual budget formulation and throughout the fiscal year as those budgets are executed in a balanced and fiscally responsible manner.*

#### Duties will include, but not limited to:

- Interns will provide support to staff, including working on long-term strategic projects as it relates to infrastructure, transportation, housing and other policy issues
- Conduct a study of fines and fees within the District and review contract spending
- Develop policy recommendations

#### **Office of the Secretary (OS)**

*The Office of the Secretary of the District of Columbia is the official resource for protocol, legal records, history, and recognitions for the public, governments, and international community.*

#### Duties will include, but not limited to:

- Assisting the department with projects
- Filing and managing the database
- Attending meetings
- Putting together Ceremonial services



### **Office of the City Administrator (CA)**

*The Office of the City Administrator is responsible for the day-to-day management of the District government, setting operational goals and implementing the legislative actions and policy decisions of the Mayor and DC Council.*

Duties will include, but not limited to:

- Working with City Administrator staffers conducting performance management, management and planning, and budget analysis.
- Knowledgeable on municipal law

Graduate students are recommended to apply.

### **Mayor's Office of Federal and Regional Affairs (OFRA)**

*The Mayor's Office of Federal and Regional Affairs is responsible for advocating the members of Congress to support our legislation. They are responsible for tracking local legislation in the federal offices, and attending Capitol Hill meetings.*

Duties will include, but not limited to:

- Writing memos
- Researching local and federal legislation
- Independently attending Council member and Capitol Hill meetings
- Building relationships with elected officials

### **Office of Communications**

*The Office of Communications is responsible for all communication pieces coming from the Executive Office of the Mayor. This department sets the dialogue for the rest of Washington, DC government.*

Duties will include, but not limited to:

- Write press releases and media advisories
- Researching local and national news
- Staffing press events

Students with a background in communications are recommended to apply.



### **Office of Policy and Legislative Affairs (OPLA)**

*The Office of Policy and Legislative Affairs coordinates the policy decision-making process by offering policy analysis and advice to inform the implementation of the Mayor's legislative and policy agenda. Responsibilities include Council relations, policy development, federal relations, and legislative support.*

Duties will include, but not limited to:

- Writing legislation
- Researching legal documents
- Attending Council hearings

Students with an emphasis on writing or law should apply.

### **Mayor's Office of General Counsel (OGC)**

*The Mayor's Office of General Counsel is responsible for all legal issues for the Mayor.*

Duties will include, but not limited to:

- Researching cases and legislation
- Writing mayoral order and resolutions
- Attending meetings
- Managing database

Law students are highly recommended to apply.

