



**Battery Park
City Authority**

Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



Come Grow with US!

Great Community!

Great Work Culture!

Job Title:	Legal Intern
Job Status:	Intern
Salary:	\$20 – \$22 per hour
Department:	Legal
Location:	200 Liberty Street, 24th Floor, New York, NY 10280
Additional Info:	Full-Time Internship – 37.5 hours per week

POSITION SUMMARY:

The Summer Internship Program offers students work experience and professional guidance in several areas of the organization. Interns contribute to projects that support departmental work, develop new skills, and gain insight into their career interests. Interns will have the opportunity to explore behind the

scenes of Battery Park City Authority's innovative vision and design, complex public space management, leadership in sustainable practices, and commitment to outstanding public resources.

Essential Functions:

The Legal intern will gain a basic understanding of the fundamental legal skills that are required of attorneys working in the in-house legal department of a corporation, as well as those required of a government lawyer. The intern will perform work with, or as assigned by, BPCA's team of 7 attorneys. The work will generally consist of researching and assisting in the drafting of legal memoranda; assisting in updating legal department procedures; synthesizing various legal documents, including leases; and performing other legal work as necessary.

The selected intern will work under the direct supervision and guidance of Legal Department lawyers and assist with legal research, writing, and operations. More specifically, and subject to approval by the General Counsel, the intern will perform tasks which may include:

- Researching and assisting in the drafting of legal memoranda pertaining to BPCA's procurement laws, rules, and processes
- Assisting in the review, updating and/or development of organizational policies
- Researching and drafting legal memoranda on the applicability of various laws, including local laws, to BPCA as a public authority
- Synthesizing various real estate documents, including leases, in order to highlight changes made over time
- Performing other legal work, as needed

Education and Experience:

- Applicants must be a rising 2L or 3L student at an accredited law school who has an interest in public service with a legal focus in real estate, construction, sustainability/resiliency, employment, and procurement as demonstrated through relevant coursework or work experience
- The successful candidate will demonstrate strong analytical and organizational skills, excellent interpersonal and communication skills, and the ability to work independently

[Apply](#)

Battery Park City Authority is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All people with disabilities are encouraged to apply.