

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF HOMELESS SERVICES

DEPUTY COMMISSIONER, FACILITIES MANAGEMENT AND DEVELOPMENT
33 BEAVER STREET - 13TH FLOOR
NEW, YORK 10004

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AGENCY DESCRIPTION

The mission of the Department of Homeless Services (DHS) is to prevent homelessness when possible and to provide short term, emergency shelter for individuals and families who have no other housing options available.

UNIT DESCRIPTION

The Planning and Development Unit is the central administrative division in Facilities, Maintenance and Development. Responsibilities of the unit include coordinating the agency's Adult and Family capacity needs, managing new facility development including development of Request for Proposals, contract negotiation and construction management, managing Capital and Community Development Block Grant pass-through contracts, analyzing and managing the division's budget and headcount allocation, and responding to the division's personnel and labor needs.

POSITION TITLE

SUMMER INTERN 2270, 2271

INTERNSHIP RESPONSIBILITIES

The primary responsibilities of an intern in this area would be to assist in budget analysis, data tracking and tabulating, report preparation and miscellaneous administrative activities.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

An undergraduate or graduate student studying Public Administration or Urban Planning would be preferable.

APPLICATION PROCESS

For all applicants, please go to the NYC Careers website and search for Job ID # 147870

SALARY RANGE

\$\$284.50 - \$433.50 weekly Undergraduate
\$427.50 - \$720.50 weekly Graduate (Includes law students)

ADDITIONAL INFORMATION / COMMENTS

DHS 010 FMD Intern