

# 2018 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME  
DEPARTMENT OF FINANCE

DIVISION  
Executive/External Affairs - Outreach

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E-MAIL

PHONE

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## AGENCY DESCRIPTION (Max characters 3000)

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

## UNIT DESCRIPTION (Max characters 1000 )

The Executive/External Affairs Division is responsible for all internal and external communications. Within this division are the press office, social media, the agency editor/speechwriter, correspondence, outreach, intergovernmental/legislative affairs, and the web unit.

## POSITION TITLE (Max characters 100)

Summer College Intern - Job ID 339710 - 004

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The Outreach Unit is seeking a resourceful and outgoing Summer Intern to assist in the administration and coordination of the following:

- Outreach events.
- Research the status of pending cases and updating.
- Call potential applicants to confirm attendance to outreach events and explain requirements and documents needed to apply.
- Make copies of materials for trainings and events.
- Confirm events and DOF's role at scheduled events and assist with the inventory of materials.

## QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )

The Summer Intern is expected to be proficient at the following:

- MS Office Suite
- Ability to work independently with limited supervision.
- Summer intern will be very involved in the teams activities including participation in meetings, unit activities and

community events and must be able to quickly adapt to a changing environment.

- Must be a fast learner.

Note: Ability to speak, read and write in multiple languages is a plus, particularly in Spanish, Chinese, Korean or Russian.

**APPLICATION PROCESS (Max characters 700 )**

To apply visit: [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)  
Enter JO ID 339710

**SALARY RANGE**

\$15.50 Hourly

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

1 Position Available

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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