

2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT

DIVISION/WORK UNIT

Human Resources

ADDRESS1 123 William Street, 17th floor

ADDRESS2 New York, NY 10034

CONTACT NAME Eulin Inverary-DeJonge

E-MAIL einverary-dejonge@dycd.nyc.gov

PHONE (646) 343-6783

FAX (646) 343-6993

AGENCY DESCRIPTION (Max characters 850)

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with community-based organizations (CBOs). DYCD's central task is to administer available city, state, and federal funds to a wide range of quality programs that positively impact youth and communities.

DYCD's Planning, Research and Program Development unit (PRPD) performs program development and planning functions for the agency, including developing the requests for proposals (RFPs) through which agency funding is dispersed. PRPD also gathers background information and data for strategic planning initiatives; works to maximize the amount of funding DYCD and its contracting agencies receive from state and federal agencies.

POSITION TITLE (Max characters 100)

Planner (Summer Graduate College Intern)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The graduate student intern will:

Conduct independent research;

Assist in the development of Requests for Proposals (RFPs), and

Support ongoing efforts of PRPD staff, including PRPD's director of research and program design and assistant commissioner.

Specific duties will include:

Working closely with PRPD staff to develop agency RFPs, in areas such as youth workforce development, community center programming, immigrant family services, fatherhood and out-of-school time educational initiatives. Specific responsibilities may include gathering, analyzing and presenting census and/or administrative data; preparing research memoranda; interviewing experts in person or by telephone; conducting focus groups with current service providers, experts, community stakeholders and/or advocates; participating in policy-setting meetings; preparing for and attending community forums; writing and revising RFP documents.

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

- Proficient with Microsoft Word, Excel, and PowerPoint.
- Demonstrated skills in managing social media pages and websites.
- Individual should be detail-oriented, highly adaptable, and flexible. Ability to work independently within a team environment.
- Experienced managing large volume of data.

APPLICATION PROCESS (Max characters 700)

Search for the Job ID # 194089

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

SALARY RANGE

\$12.24 - \$20.59 (Hourly)

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school. (Please state whether graduate, undergraduate or both)

*****NOTE: Applicants will be required to submit an official transcript as proof of class standing and enrollment as described above*****

nyc.gov/internship