

NYC SUMMER INTERNSHIP PROGRAM 2008

NYC DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

NYC Ladders for Leaders
156 William Street
New York, NY 10038

Contact: Julia Breitman, Director of Operations, NYC Ladders for Leaders
Phone:
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Email:

AGENCY DESCRIPTION

The Department of Youth and Community Development administers available city, state, and federal funds to strong and effective community-based organizations to provide the City of New York with high-quality, more efficient youth and family programming. Selected organizations must be attuned to the needs of the people they serve, devoted to the highest principles of community service, and committed to sound fiscal management. DYCD funds a wide range of innovative, practical and quality programs that positively impact youth and communities. Examples include:

- The nation's largest municipally funded Out-of-School Time initiative
- Summer Youth Employment Program
- Nationally recognized Beacon Community Centers
- Runaway and Homeless Youth Outreach
- Youth Workforce Development
- Corporate Internships for Youth
- Adolescent and Family Literacy Programming

DYCD and its partnering community organizations are translating big ideas into practical solutions. Every individual program plays a critical role in our larger plan to enhance and empower New Yorkers and their communities.

UNIT DESCRIPTION

Launched by Mayor Michael R. Bloomberg on October 10, 2007, the NYC Ladders for Leaders is a joint initiative of the Department of Youth and Community Development (DYCD) and Commission on Women's Issues (CWI). Ladders for Leaders connects high-potential youth to internship opportunities in the public and private sector. Prior to starting their internships, participants receive pre-employment training and attend regular gender-specific workshops throughout the summer.

POSITION TITLE

NYC Ladders for Leaders Summer Intern

INTERNSHIP RESPONSIBILITIES

The Ladders for Leaders summer intern will assist with the daily operations of the program. S/he will be working on developing, managing, and executing all aspects of the program including designing and coordinating workshops for Ladders for Leaders participants on topics such as career exploration, college readiness, health and leadership as well as social activities and program graduation event; coordinating communication with the participants and program partners.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Ability to make student, staff, and employer contacts via e-mail, written correspondence, and brief presentations and phone calls;
- Ability to use a variety of computer programs, i.e. MS Office (Word, Excel, Access, etc.) updating employer and participant contact information, participates in creating surveys, collecting, and analyzing resulting data concerning program operations;
- Assist in the preparation of reports.
- Assist in the design, preparation, and execution of summer workshops and social events;
- Assist with special event promotions and internship related activities;
- Expected to travel to various companies and internship sites. Strong understanding of the NYC Subway essential.

Preferred Skills: Self motivated individual with strong oral and written communication skills. Independent worker with experience in managing relationships with diverse parties including private companies and community-based organizations. Background in business, programming, social work, and/or youth development a plus

APPLICATION PROCESS

Send cover letter and resume to:
Elena Roman
Director of Staff Development
ERoman@dycd.nyc.gov

Resumes will be screened by the Office of Human Resources for qualifications and then passed on to the division director, usually the contact person listed above, for review. Candidate will only be contacted if considered for an interview.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

SALARY RANGE

Undergraduate level: \$269-\$412 per week for up to thirteen 35-hour weeks
Graduate level: \$406-\$687 per week for up to thirteen 35-hour weeks

ADDITIONAL INFORMATION / COMMENTS

Job Hours: Monday-Friday, 9 am to 5 pm
Positions Available: 1
Job Duration: 13 weeks