

NYC SUMMER INTERNSHIP PROGRAM 2008

NYC DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

Planning, Research and Program Development
156 William Street
New York, NY 10038

Contact: Robert Frenzel-Berra
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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

DYCD's Planning, Research and Program Development (PRPD) unit performs program development, planning and reporting functions for the agency, including developing the requests for proposals (RFPs) through which agency funding is dispersed to nonprofit, community-based service providers. PRPD also gathers background information and data for DYCD's strategic planning initiatives; works to maximize the amount of funding DYCD and its contracting agencies receive from a wide variety of State and Federal agencies; conducts program evaluations; analyzes and reports on agency indicators and performance measures to City oversight entities; and collaborates with other City, State and non-profit agencies through joint initiatives addressing a range of service issues affecting children, families and communities.

POSITION TITLE

Graduate Summer Intern

RESPONSIBILITIES

The internship will provide support to:

- Research staff, including Assistant Commissioner for PRPD
- Assist in the development of Requests for Proposals (RFPs)

Specific duties will include:

Working closely with PRPD staff to develop agency RFPs, in areas such as youth employment and anti-poverty initiatives. Specific responsibilities may include gathering and presenting pertinent data; conducting research and drafting research memoranda; interviewing experts in person or by telephone; conducting focus groups with current service providers, experts and/or advocates; participating in policy-setting meetings; preparing for and attending NYC Council hearings and other community forums; writing and revising RFP documents; and developing rating guides for the evaluation of proposals received in response to the RFPs.

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF STUDY

PRPD seeks a graduate student pursuing a degree in areas such as public policy, public administration, government, or nonprofit management/evaluation. The essential skills required include analytical thinking, strong writing and copy-editing, and communication and consensus-building skills. As the work involved is often dynamic and time sensitive, the intern should be detail oriented, yet flexible enough to adjust as circumstance and need require

APPLICATION PROCESS

Send cover letter and resume to:

Elena Roman
Director, 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

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