

Position: External Affairs Intern
Location: Brooklyn, NY
Term: Summer 2023 (June 5 – Sept 1)
Start: June 5

About Us: The NYC Office of Technology and Innovation (“OTI”) oversees the coordination and delivery of technology services and programs for the City of New York. This newly formed office consolidated 6 separate agencies and offices under one cohesive and collaborative organization. As the City’s technology leader, OTI is responsible for maintaining the foundational IT infrastructure, systems, and programs that touch every aspect of City life. Through our OTI Technology Empowering Careers Internships, students will have the opportunity to make an impact and get hands-on experience to grow their careers.

OTI oversees several high-profile programs, including 311, LinkNYC, 5G deployment, broadband, cybersecurity, information privacy, emerging tech, and the Open Data Portal. The Public Information division is responsible for all OTI’s interactions with the public, including, but not limited to: OTI’s content on nyc.gov, OTI’s social media accounts, interaction with the press, elected official communications, legislative monitoring and negotiations, and intergovernmental communications with other governmental entities.

Your Role:

This essential team is seeking an intern to assist with important tasks within a fast-paced environment, including:

- Monitor local and national news relating to technology, including, but not limited to: government technology, cybersecurity, blockchain, Artificial Intelligence/Machine Learning, and 5G
- Monitoring of and policy research relating to City, State, and Federal legislation that concerns OTI, including: local law introductions and hearings in the NYC Council, legislation in the NY State Senate and NY State Assembly, and actions in the federal government such as congressional legislation and Federal Communication Commission (FCC) proposed and enacted rules
- Intake and assistance with handling communications and inquiries from elected officials and other governmental and external entities, including letter, e-mail, phone, and e-mail correspondence
- Expand OTI’s relationships with external organizations within New York City
- Assist in the formulation and execution of public outreach strategies relating to key program areas, including broadband, cybersecurity, and more, as needed

Your Benefits:

- You will become well-acquainted with the work of an external affairs & communications team while working for a major government agency

- Earn \$15 to \$24 per hour while supporting the City of New York's revival (hourly rate is dependent on level in school and job role)

Your Schedule:

- 35 Hours Per Week, 9-5 PM, M-F
- 13 Week Internship

About You:

- Enrollment in a Baccalaureate program in Political Science, Urban Planning, History, Public Administration, Communications or a related field
- Strong verbal and written communication skills
- Interest and/or experience in local government, technology policy, and/or communications
- Ability to multi-task and prioritize
- Experience using Microsoft Office including Word, Excel, Outlook, Teams and PowerPoint

To Apply:

- Email your resume to Internships@OTI.nyc.gov with the subject line "Summer Internship – External Affairs Intern"
- Application period closes on March 30
- Learn more about OTI at nyc.gov/oti