

Position: Communications 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
- Compile news clips, social hits, and other mentions to develop narratives of success for the agency
- Assist in developing and drafting social media content, agency-wide announcements, and other original content
- Support the effort to update, organize, and streamline the content on OTI's websites
- Organize and track internal requests and invitations from external organizations related to events, meetings and speaking requests
- 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 – Communications Intern”
- Application period closes on March 30
- Learn more about OTI at nyc.gov/oti