

Position: Diversity, Equity & Inclusion Intern
Location: Brooklyn, NY
Term: Summer 2023 (June 5 – Sept 1)
Start: June 5

About Us: The Office of Technology and Innovation (OTI) creates tech-based solutions for a more effective, future-ready New York City. We make services work better across all sectors, from emergency services to benefits screening. We pool combined expertise from across the city to get stuff done for all New Yorkers. 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.

The Diversity, Equity and Inclusion team seeks to improve the quality of life in the workplace for all employees by fostering an environment of enhanced communication, cooperation and collaboration that extends to the diverse communities we serve, and builds mutual respect and trust. The team also has oversight over Minority and Women-Owned Business Enterprise (MWBE) activities by the agency, providing creative thinking and executive authority to increase M/WBE participation in agency contracts.

Your Role:

The DEI Intern will assist in the preparation and development of a workplace climate survey, including participating in a listening tour before the creation of the survey, development of the survey questions, data analysis of survey results, drafting reports based on the survey, participating in focus groups regarding the post-survey action plan, and drafting the action plan. The intern will also assist in general diversity, equity, and inclusion programming, including planning heritage month events, drafting heritage month announcements, developing and facilitating employee conversations about DEI, and assisting with the relaunch of employee resource groups.

In this role you will exercise/grow in the following skills:

- Data analysis
- Report drafting
- Program planning
- Business writing
- Workshop design
- Meeting facilitation

Your Benefits:

- Earn \$17 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:

- Matriculated in a college or graduate program studying Quantitative Analysis/Statistics, Psychology, Industrial/Organizational Psychology, Sociology, Government or a related field
- Strong interpersonal skills
- Excellent written and oral communication skills

To Apply:

- Email your resume to Internships@OTI.nyc.gov with the subject line **“Summer Internship – DEI Intern”**
- Include a paragraph detailing why you are interested in the position
- Application period closes on March 30