

Position: Learning & OrgDev 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.

OTI Human Resources is responsible for a comprehensive human resource program, including: recruitment of qualified applicants into a diverse workforce; employment and orientation services; retirement processing; administration of employee benefits; payroll administration; policy development and administration; compliance with Citywide rules and regulations; employee relations; maintenance of personnel records; the administration of performance evaluations, and the staff employee grievance process, organizational learning and employee engagement. Within HR, Learning and OrgDev manages employee training, engagement, health and wellness, and TEC Pipeline programs.

Your Role: You will assist the Learning & OrgDev team with

- Tracking engagement and learning activities and reporting on patterns and trends
- Assist with event planning, logistics and support
- Assist in leading engagement activities (take attendance, help people get excited about events)
- Create documentation for learning and engagement activities (program descriptions, forms, and reports)
- Administrative support (calendaring, scheduling, taking notes at meetings)

Your Benefits:

- Earn \$15 to \$24 per hour (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:

- College student
- Majoring in Human Resources, Industrial/Organizational Psychology, Education, Business Administration or related fields
- Familiarity with MS Office suite, particularly Excel, or similar applications
- Strong written and verbal communication and comfort speaking to a variety of people;

- Organized;
- Able to follow established processes
- Emotional intelligence
- Demonstrates high levels of professionalism and confidentiality

To Apply:

- Email your resume to Internships@OTI.nyc.gov with the subject line “Summer Internship – Learning & OrgDev Intern”
- Application period closes on March 30
- To learn more about OTI visit nyc.gov/oti