

Position: Franchise Administration 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.

Franchise Administration oversees dozens of contracts with telecommunications companies that place equipment in public spaces to provide internet and other services. The office oversees various permit processes for mobile telecommunications equipment and public communications structures. The intern will assist staff in reviewing permit applications and resolving issues to promote the deployment of equipment.

Your Role:

- Review of permits submitted to the office
- Follow up with companies to resolve issues with permits
- Assist staff with coordinating with partner agencies on equipment deployment

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:

- Majors: Communications, Business, Engineering, Information Technology, Political Science, or Public Planning
- College Junior or Senior; College Freshman or Sophomore;
- Microsoft Office
- Ability to learn how to use Salesforce, Dynamics, and similar systems
- Professional writing skills
- Works well as part of a team
- Good communication skills
- Highly professional
- Ability to multitask



To Apply:

- Email your resume to Internships@OTI.nyc.gov with the subject line “Summer Internship – Franchise Administration”
- Application period closes on March 30th