

Position: Program Management 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 Strategic Initiatives division oversees many of the projects and programs that are key to OTI's core mission. Working across divisions within OTI, as well as with other agencies, community, and industry partners, we take the lead in facilitating collaboration, helping to set goals and objectives, tracking progress, and ensuring that these important initiatives are having the greatest possible impact while still meeting budget and scheduling objectives.

Your Role:

- Assist with research and gathering data for various policy initiatives
- Assist with analyzing data and statistics from various sources and preparing reports on findings

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:

- Major: Business Administration/Management, Accounting, Managerial Economics, Computer & Information Science, Public Administration, Public Policy/related fields
- College Junior or Senior; Graduate Student
- Team player who works well with technical and non-technical resources
- Should be organized and good at managing deliverables, meeting notes, presentations, and other documentation/communications
- Self-motivated with a commitment to learning and continuous improvement

To Apply:

- Email your resume to Internships@OTI.nyc.gov with the subject line "Summer Internship – Program Management Intern"



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- Application period closes on March 30th