Position: Project 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.

Cyber Command is charged with protecting all City systems against cyber threats, including systems that deliver vital services to New Yorkers. Headed by the Chief Information Security Officer of the City of New York, we provide in-depth support to over 100 agencies and offices to protect, detect, identify, respond to, and recover from cyber threats.

Your Role:
- Execute PM Activities such as BL Grooming, SU, Planning, Retro, and Reporting
- Updating language, ensuring information is accurate
- Update existing processes to reflect updated administration rules
- Research around PMO best practices in anticipation of executive team changes

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: Business Administration, Computer Science, Information Technology, or InfoSec
- Undergraduate (Junior or Senior) or Graduate Student
- Knowledge of Waterfall Methodology, Agile Methodology, and Prince2 Methodology
- Strong Computer skills, Excel skills: Pivot Tables & Formulas
- Basic understanding of network principles and cybersecurity principles
- Understanding of SQL and query languages
- Strong active listening skills
- Ability to work independently
- Excellent writing skills

- Excellent communication skills
- Understanding of NIST or other cybersecurity frameworks

To Apply:
- Email your resume to Internships@OTI.nyc.gov with the subject line "Summer Internship – Project Management Intern"
- Application period closes on March 30th