

Position: Research & Collaboration 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. Within Strategic Initiatives, the Research & Collaboration team helps anticipate and solve agency and citywide technology problems through the identification and application of innovative solutions, with an emphasis on emerging technology and new applications of existing technology. The team focuses on researching trends and topics related to actual and proposed uses of public sector technology; collaborating with agencies and other stakeholders to identify problems and connect those stakeholders to possible solutions; and predicting policy and programmatic topics of interest for the agency or the City overall. The mission can be understood to cover current and future problem-solving.

Your Role:

- Provide general support to the Research & Collaboration team, including individual team portfolios
- Support the development of project work plans, support project tracking, and milestones, and maintain project statuses for the full R&C portfolio
- Support research efforts, memo and report drafting, and policy formulation for complex technology policy areas
- Engage with agency liaisons and support team efforts for interagency collaboration

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: Information Technology, Public Policy
- College Junior or Senior; College Graduate; Graduate Student
- Strong organizational skills
- Project management and tracking (experience with Excel, Airtable, MS Planner)
- Written and oral communication
- Critical thinking and creative problem-solving
- Research
- Business Analytics
- Multitasking and juggling a high volume of work
- Familiarity with NYC government or public sector technology
- Relationship management

To Apply:

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