



2025 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency	Department of Citywide Administrative Services	Division	Citywide Equity and Inclusion
Address	1 Centre Street 17S New York, NY, 10007		
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DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Agency Description

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at nyc.gov/dcas to learn more about the work we do.

Unit Description

Citywide Equity and Inclusion (CEI) designs and implements initiatives that align with and operationalize legal mandates and legislation; ensures the City is compliant with reporting mandates; develops and updates the City's EEO and diversity, equity and inclusion trainings portfolio that promote awareness of rights, responsibilities and resources for the city workforce; organizes mandatory EEO best practices meetings and other educational programs and professional development for EEO professionals; conducts third-party EEO investigations; promotes compliance with training programs and reporting; guides agencies in effective use of workforce metrics that inform agencies' equitable recruitment and retention efforts; designs and maintains compliance tools and reference resources; provides guidance to agencies on emerging issues related to fair and effective employment practices; guides agencies on preparation of their annual EEO plans.

Internship Position Description

Position Title **Special Projects Intern**

Reporting to CEI's Chief of Staff, the selected candidate will be responsible for, but not limited to the following tasks:

Internship Responsibilities

- Coordinates and reviews information or recommendations from departmental staff.
- Prepares agendas and fact sheets and secures the necessary background material for use at meetings and conferences.
- Provides administrative support to Citywide Equity and Inclusion and performing other duties as assigned.
- Conduct research and writing occasionally.
- Assist in executing special projects.

Qualifications / Special Skills / Area of Study

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- Demonstrated interest in employment discrimination law, equal employment opportunity, and equity and inclusion
 - Strong research and writing skills
 - Strong communication, organizational, and interpersonal skills
 - Attention to detail and ability to multi-task
 - Excellent computer skills, including Microsoft Word, Excel, and PowerPoint
 - Strong sense of initiative and engagement in the nature of CEI's work
 - Utmost regard for confidentiality
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Application Process

To apply: Email resume, cover letter, and writing sample to citywideequityinclusion@dcas.nyc.gov.

Please write "Summer Internship - Special Projects Intern" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Salary

\$21.50/hour for graduate interns

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.