



2025 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency	DCAS	Division	Facilities Management
Address	1 Centre Street, New York, N.Y. 10007		
Name	Fatima Jefferson	Email	Fajefferson@dcas.nyc.gov

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.

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

Agency Description

- 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

Facilities Management (FM) manages, maintains, and operates 55 City-owned court and office buildings totaling more than 15 million square feet. These buildings are located throughout the City and include City Hall, the Manhattan and Brooklyn Municipal Buildings, and the Borough Halls. As the landlord, Facilities Management provides base building services to keep these buildings fully functional and operational through several units: Building Services, Contract Services, Energy Management, Fire and Life Safety, Mechanical Maintenance & Operations, and The Budget Unit.

FM Budget supports the other units within the Facilities Management line of service by providing budget and contract administration support. The budget unit provides financial management of FM's \$45+ million Other Than Personal Services (OTPS) and \$80+million Personal Services (PS) Budget including managing the LOS budget and processing contractor payments.

Internship Position Description

Position Title	Budget Analyst Intern
Internship Responsibilities	<p>The Budget Analyst Intern will provide support to the FM-Budget Unit, mainly with the various oversight reporting activities and miscellaneous clerical needs of the unit.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none">• Monitors the expense budget for the Facilities Management line of service.• Utilizes the Financial Management System (FMS) to track unit spending.• Participates in annual oversight reporting activities, requiring reconciling reports and unit outreach.• Acts as a liaison between FM Budget and the LOS units to discuss budgetary and programmatic impacts.• Routinely monitor the FM Budget Unit Email Box and acknowledge receipt of emails received.• Performs computer data entry functions as needed.
Qualifications / Special Skills / Area of Study	<p>Comfortable using PC's and Microsoft software including Outlook, Word and Excel.</p> <p>Exceptionally organized, accurate and with detailed orientation.</p> <p>Strong time management skills.</p> <p>Coachable.</p>
Application Process	<p>Submission of resume to the above referenced agency contact.</p> <p>Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year. Internships are available between May 2025 and September 5, 2025 for a maximum of 13 weeks.</p> <p>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED</p>
Salary	<p>\$18.50/hour for undergraduate interns</p>

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.