



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

Agency	NYC Department of Probation	Division	EEO Unit
Address	33 Beaver Street New York, NY 10004		
Name	Christelle N. Onwu	Email	csonwu@probation.nyc.gov

### Agency Description

The NYC Department of Probation (DOP) is a world leader in working creatively and effectively engaging with people under court-mandated community supervision. Through innovative partnerships with people and organizations throughout the New York City, DOP provides opportunities for those on probation to access services and opportunities that positively impact their life trajectory. Following the best current data on “what works,” staff at DOP engage in meaningful relationships with those on probation to enhance community safety and decrease recidivism.

### Unit Description

The New York City Department of Probation is actively seeking dynamic and motivated candidates to who will play a role in DOP's efforts to ensure compliance with the City's EEO Policy. Under the supervision of the EEO Director, the candidate will assist in policy research, stay up to date with information on recent laws related to diversity, equity and inclusion, and oversee programs and initiatives to create an inclusive workplace.

The EEO Office at DOP is charged with enforcing the City's EEO Policy and committed to fostering an inclusive and respectful work environment that provide equal opportunities for all and is free of discrimination, harassment and retaliation. Th EEO Officer provides guidance and assistance to managers, supervisors, and human resource professionals in addressing issues relating to equal employment opportunity. EEO Officers ensure that all EEO laws are understood and that all employees benefit from protection under these laws amongst other roles.

## Internship Position Description

<b>Position Title</b>	<b>EEO Intern</b>
<b>Internship Responsibilities</b>	<p>Specific duties will include but are not limited to:</p> <ul style="list-style-type: none"><li>• Review, analyze and evaluate legislation and policies</li><li>• Edit and amend policy drafts as required</li><li>• Respond to and/or direct telephone/email inquiries from DOP staff and the public including responding to requests for appointments on EEO matters, review and schedule EEO Complaint meetings with witnesses and follow up on additional documentation regarding reasonable accommodation requests.</li><li>• Oversee the EEO case management and database process including keeping an updated log that tracks each EEO and Reasonable Accommodations (RA) request, including intake date, facts, status of inquiry, close date, and conclusion.</li><li>• Perform routine office tasks which may include filing and locating records, case files and related materials creating, sorting and routing of EEO case folders, scanning/organizing various documents</li><li>• Develop and deliver EEO-related training programs for all DOP staff including working on requests for Language interpretation, if applicable.</li><li>• Maintain Regular Communication: Follow-up with staff members to ensure compliance with the City's EEO mandated trainings.</li><li>• Collaborate with other stakeholders within other agencies, community based organizations, as needed</li><li>• Liaise with Human Resources, the General Counsel and any other Personnel within the agency to get the appropriate information to complete monthly, quarterly, and annual reports sent by the Department of Citywide Administrative Service</li><li>• Assist with</li></ul>
<b>Qualifications / Special Skills / Area of Study</b>	<p>Passion to learn or has some knowledge and experience of EEO and employment-related matters, including the investigation of and response to EEO allegation of complaints filed. Ability to interact and work well with others in a diverse team environment, as well as with high-level executives and senior managers. Outstanding analytical, problem solving and creative thinking abilities. Ability to combine attention to detail with a clear understanding of the big picture. Ability to tackle difficult and multifaceted problems in fast-paced environments. Proficient with Microsoft Office applications, including Excel, Outlook, Word and PowerPoint. Familiarity with NYCAPS and Adobe Acrobat preferred.</p>
<b>Application Process</b>	<p>Submit cover letter and resume to the above referenced agency contact. Interns must be currently enrolled or accepted in a undergraduate (UG) or graduate (G) program. Internships are available between May 2025 and September 5, 2025 for a maximum of 13 weeks. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED</p>
<b>Salary</b>	<b>\$18.50 (UG) or \$21.50 (G)</b>

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.