

[INSERT AGENCY LOGO]



2025 NYC Summer Internship Program

Application Form

Agency Details and Contact Information

Agency	<u>Fair Fares NYC</u>	Division	<u>FFNYC Manhattan BO</u>
Address	<u>FFNYC Manhattan BO, 132 W125th St, 4th Fl, Manhattan, NY10027</u>		
Name	<u>Ellise-Acevedon</u>	Email	<u>ellise-acevedon@hra.nyc.gov</u>

The Fair Fares NYC program is seeking 3 Administrative Analyst to assist the program. The Fair Fairs program is a mayoral initiative.

signed by the Mayor and Council Speaker of the house to provide discount OMNY/MetroCard's for low-income New Yorkers. The program since 2019 has provided discount Metro Card benefit to 300k low-income New Yorkers a half-fare discount on subway and bus fares.

The program is seeking interns to assist in two areas.

Specifically assisting program Administration with daily, weekly reports of staffing and staff processing units. Reviewing and completing daily program assessments to ensure program teams are meeting goals and accomplishing daily task.

Agency Description

Communicating with the Senior Managers and Directors of program on site needs. The intern will participate in meeting with program managers and provide feedback on program and make recommendations as needed.

Assisting program with analysis of data. Identifies irregularities and errors and provides summary of findings, and recommendations are clear and concise to include all FF Metrics for review.

1. Conduct complex statistical and quantitative data reviews of the Fair Fars program. 2. Identify irregularities and errors and provide summaries of findings.

3. Prepare weekly, monthly reports that describe findings and corrective action's needs.

Unit Description

At FFNYC Manhattan borough office, we are assisting customers with issuing OMNY cards, receiving damaged cards. assisting customers with application, recertification.

Specifically assisting program Administration with daily, weekly reports of staffing and staff processing units. Communicating with the Senior Managers and Directors of program on site needs.

Assisting program with analysis of data. Identifies irregularities and errors and provides summary of findings, and assisting in PC banks.

Internship Position Description

Position Title

Administrative Assistant

1. Specifically assisting program Administration with daily, weekly reports of staffing and staff processing units. Communicating with the Senior Managers and Directors of program on site needs.
2. Assisting program with analysis of data. Identifies irregularities and errors and provides summary of findings, and assisting in PC banks.

Internship Responsibilities

Microsoft word, Excel, Work under minimum supervision.

Qualifications / Special Skills / Area of Study

If you're interested, please submit your resume to the following contacts:

**Application
Process** Ahilavathy Chantrakumar:chantrakumara@hra.nyc.gov
Ellise Acevedon:ellise-acevedon@hra.nyc.gov

Salary \$18.50 - \$19.00

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.