2025 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency _____ **Division** _____

Address _____

Name _____ **Email** _____

Agency Description

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and education programs for tenants and building owners.

Unit Description

The Office of Policy and Strategy (OPS) leverages its expertise to guide and support HPD and its many Offices in their efforts to deepen their impact, optimize their efficiency, and become more data-driven, compliance-attentive, climate-adaptive, and mission-focused. As part of OPS, the Division of Strategic Operations and Analytics (SOA) works to increase HPD's impact by analyzing and improving operations agency-wide. SOA does this by clarifying HPD program missions, objectives, and stakeholders; implementing initiatives that advance HPD's goals; analyzing data to deliver actionable insights to HPD programs; and increasing the agency's overall ability to leverage data.

SOA's Strategic Planning team amplifies impact and promotes efficiency at HPD by:
- Examining and engineering agency procedures and practices;
- Incubating and implementing new programs, processes, and systems; and
- Supporting agency leaders in articulating program visions.

Your Impact:
As a Strategic Planning Intern, you will assist the Strategic Planning team with supporting program initiatives, operations, and processes to help drive HPD's mission and objectives. You will help build expertise around artificial intelligence (AI) from a risk mitigation lens within the division and agency, while exploring its potential applications for enhancing agency operations, data privacy, and service

Position Title	Strategic Planning Artificial Intelligence Intern

Internship Responsibilities

Reporting to the Strategy and Implementation Manager, your projects will include:

- Participate and co-facilitate in our internal AI Working Group to help build capacity and resources for the agency that is centered on AI ethical use and responsible integration.
- Create, develop and conduct trainings on AI topics for division and agency staff.
- Develop and expand a best practices AI document with internal partners
- Scope potential AI use-cases with agency program areas to assess potential impact and feasibility to develop.
- Complete other research projects as assigned.

Projects may vary based on the candidate's skills, experience, and interest.

Qualifications / Special Skills / Area of Study

The ideal candidate will be an inquisitive problem-solver who's eager to grow into new responsibilities, with the following:
- Strong verbal and written communication and interpersonal skills
- Ability to convey AI concepts and processes to internal staff at all levels/familiarity with the subject
- Ability to break down complex issues or processes into smaller, more manageable tasks
- Collaborative, team player with the ability to also drive things forward independently

Graduate student.

Application Process

Interested applicants may send their resume and cover letter to Fiordenisse Urena at urenaf@hpd.nyc.gov with the subject line: Strategic Planning AI Internship Application.

Salary $23/hr

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.

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