

2025 NYC Summer Internship Program

Application Form

Agency Details and Contact Information

Agency	Office of Technology & Innovation	Division	Strategic Initiatives (SI)
Address	15 Metro Tech Center Brooklyn, NY 11201		
Name	Melissa Zelaya	Email	internships@oti.nyc.gov

Agency Description

The Office of Technology and Innovation (OTI) leverages technology to drive opportunity, improve public safety, and help the government run better across New York City. From delivering affordable broadband to protecting against cybersecurity threats and building digital government services, OTI is at the forefront of how the City delivers for New Yorkers in the 21st century. Watch our welcome video to see our work in action, follow us on social media @NYCOfficeofTech, and visit oti.nyc.gov to learn more.

Unit Description

The Strategic Initiatives division plays a vital role in overseeing various projects and programs that are essential to OTI's core mission. This division collaborates with other divisions within OTI, as well as with external agencies, community partners, and industry stakeholders. Its main objectives are to facilitate collaboration, establish clear goals, and monitor progress, all while ensuring that these critical initiatives have the maximum possible impact.

The division is responsible for developing and implementing OTI's strategic plan, ensuring that it aligns with OTI's vision, mission, and goals. Its portfolio encompasses initiatives focused on user-centered digital transformation through NYC Digital Services, improvements in IT program management, enhancements in customer service via the Citywide Service Desk and Customer Engagement Management, and research into emerging technologies that can assist agencies in fulfilling their missions citywide.

Internship Position Description

Position Title	Communication Design Intern <hr/> <ul style="list-style-type: none">• Create visual and typography elements that effectively communicate city policy across print and digital• Create concept options based on user needs• Synthesize feedback from various stakeholders• Create template that can be used by many different audiences while retaining clarity of visual and typography elements
Internship Responsibilities	
Qualifications / Special Skills / Area of Study	<hr/> <ul style="list-style-type: none">• College level study in Communication Design or related field• Proficiency in graphic design software such as Adobe Creative Suite (InDesign, Photoshop, Illustrator), Figma and Canva• Proficiency in Microsoft Suite (Word, Excel, PowerPoint) and PDF• Strong understanding of branding, typography, color and layout design• Self-driven with ability to work collaboratively across teams• Detail-oriented with strong communication skills <hr/>
Application Process	Email your resume to internships@oti.nyc.gov and include the role you are interested in the subject line. For example, " Application Summer Intern."
Salary	<hr/> \$16.50 - \$26.23/Hour <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.