

2025 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency	<u>Office of Technology & Innovation</u>	Division	<u>Office of Information Privacy</u>
Address	<u>15 Metro Tech Center Brooklyn, NY 11201</u>		
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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 Office of Information Privacy (OIP) works to protect the privacy of New Yorkers identifying information. We implement the city's identifying information law, working with city agencies across sectors and services to enhance compliance with privacy law and best practices. We set and manage citywide policy to advance data privacy and protection of identifying information. OIP is headed by the City's Chief Privacy Officer (CPO), who works to strengthen and coordinate responsible Citywide Privacy Policy.

Internship Position Description

Position Title	OIP Program Summer Intern
Internship Responsibilities	<p>As a Privacy Program Intern, you will:</p> <ul style="list-style-type: none">- Work closely with the program manager on privacy-related projects.- Organize, track, and maintain program documentation to ensure smooth workflow.- Participate in program meetings, as needed, providing administrative support.- Conduct research on data privacy best practices, and related topics to improve program strategies.- Assist in preparing end-of-quarter presentations and meetings, summarizing progress and outcomes.- Draft administrative documents, including reports for the office.- Assist with tracking and addressing administrative matters related to program operations.
Qualifications / Special Skills / Area of Study	<p>Qualifications:</p> <ul style="list-style-type: none">• Pursuing an undergraduate degree in Business, Communications, or a related field.• Strong administrative and communication skills.• Ability to work effectively in a collaborative, fast-paced environment.• Experience with tools like Microsoft Excel, Microsoft Word, Microsoft PowerPoint.
Application Process	<p>Email your resume to internships@oti.nyc.gov and include the role you are interested in the subject line. For example, " OIP Program Summer Intern."</p>
Salary	\$16.50 - \$19/Hour

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.