

2025 NYC Summer Internship Program

Application Form

Agency Details and Contact Information

Agency	<u>Office of Technology & Innovation</u>	Division	<u>Applications</u>
Address	<u>15 Metro Tech Center Brooklyn, NY 11201</u>		
Name	<u>Melissa Zelaya</u>	Email	<u>internships@oti.nyc.gov</u>

**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

OTI's Applications division designs, builds, and supports enterprise products, services, and applications that serve the public and other City agencies. Its key areas of responsibility include 311, NYC.gov, Citywide Geographic Information Systems, enterprise data-sharing, data warehousing, analytics solutions, Citywide Performance Reporting, and custom and mobile application development. The Application Web Operations unit manages and maintains NYC.gov, the official website of New York City; CityShare, the City's intranet; and the WordPress platform used by the City. The unit collaborates with all City agencies to design, build, and update their websites as needed across these platforms and provides support to sites hosted on the WordPress platform.

Internship Position Description

Position Title	<h3>Front End Developer Intern</h3>
Internship Responsibilities	<p>Web Operations seeks a motivated and enthusiastic intern to join the unit. This is an exciting opportunity to gain hands-on experience, develop professional skills, and contribute to meaningful projects that align with your field of study and career aspirations.</p> <p>Responsibilities will include, but not be limited to:</p> <ul style="list-style-type: none">• Update websites and intranet sites across the City's website platforms.• Edit page content, create new pages, add graphics to pages, upload files, link files, and use HTML, CSS, JavaScript, and Photoshop.
Qualifications / Special Skills / Area of Study	<p>Preferred Skills:</p> <ul style="list-style-type: none">• Detail-oriented and organized• Experience with HTML, CSS, and Javascript• Familiarity with the Adobe Suite• Familiarity with Web Content Management Systems (WordPress, etc)• Knowledge of Responsive HTML to create user-friendly web pages <p>As of June of the Program year, the prospective intern must be a student enrolled in a college or a recent college graduate. Received a degree in Computer Science, IT, Engineering, or a related field.</p>
Application Process	<p>Email your resume to internships@oti.nyc.gov and include the role you are interested in the subject line. For example, "Front End Developer Intern."</p>
Salary	<p>\$16.50 - \$26.23/Hour</p>

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.