



2026 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency DCAS **Division** Administration - CityStore
Address 1 Centre Street NY NY 10007
Name Clara Ronk **Email** cronk@dcas.nyc.gov

DCAS' mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

**Agency
Description**

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at nyc.gov/dcas to learn more about the work we do.

Unit Description

CityStore, NYC's official retail store, along with its satellite Marriage Bureau Kiosk, is designed to support CityStore's mission of promoting NYC culture through unique retail experiences. CityStore's goal is to operate a retail space that reflects what is uniquely New York, including its history, culture, City agencies, and government publications for civil servants, New York residents, and visitors from around the world.

The Marriage Bureau Kiosk's mission is to offer unique, marriage-themed products to individuals applying for a marriage license or getting married.

Internship Position Description

Position Title	CityStore Intern (Undergraduate)
Number of Positions	1
Internship Responsibilities	<ul style="list-style-type: none">- CityStore and Marriage Bureau Kiosk duties include ability to offer friendly and professional sales and customer service to international visitors and local patrons.- Participate in Summer Concert Series pop up events, organize games, sell merchandise, and promote event.- Readily participate in staff teamwork to ensure optimum productivity and customer service satisfaction.- Understanding of merchandise with the ability to assist customers- Upholding store's cleanliness, stock level standards, and product schemes.
Qualifications / Special Skills / Area of Study	<ul style="list-style-type: none">-Interest in sales and marketing, branding and promotion, and social media.-Interest in sales and providing excellent customer service to visitors from all around the world.-Interest in New York City culture and history.
How to Apply	<p>Please email your resume and cover letter to: Clara Ronk, Director of CityStore cronk@dcas.nyc.gov</p> <p>NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p>
Salary	<u>\$17.00 p/hr</u>

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.