



2026 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency DCAS **Division** Office of General Counsel
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Agency Description

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.

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.

The Office of the General Counsel (OGC) serves as the chief legal advisor to DCAS, providing legal and strategic counsel across all twelve lines of service. OGC is organized into several units: Procurement, Real Estate Services, Human Capital and Workforce Oversight, Policy, Audits and OGC -Strategic Operations.

Unit Description

Internship Position Description

Position Title Strategic Operations Intern (Undergraduate)

Number of Positions 3

Internship Responsibilities

The Summer Intern will support the Office of the General Counsel (OGC) in its efforts to meet operational needs. The intern will assist with a range of administrative, project management, and legal support tasks within OGC's various legal units, including Real Estate, Human Capital, Procurement, Discipline & Labor Relations and Policy & Compliance. As well as providing general administrative support across multiple projects. The intern will work closely with the Strategic Operations Team to provide needed support to the LOS, gaining experience in legal administration, project coordination, and team collaboration.

Qualifications / Special Skills / Area of Study

- Strong research, analytical, and writing skills.
- Excellent organizational, communication, and interpersonal skills.
- Demonstrated ability to manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office Suite and other relevant tools.
- Studies in: Public Administration, Engineering, Auditing, Accounting, Law, Project management, and/or any form of Governmental studies.

How to Apply

Please send your resume to the following email: OGCintake@dcas.nyc.gov

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.
NOTE ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Salary

\$17.00 p/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.