



# 2026 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

<b>Agency</b>	<u>NYC DCAS</u>	<b>Division</b>	<u>RES - L&amp;A/DPM</u>
<b>Address</b>	<u>1 Centre Street, New York, NY 10007</u>		
<b>Name</b>	<u>Mark Stein &amp; Cynthia Poulton</u>	<b>Email</b>	<u>markstein@dcas.nyc.gov; CPoulton@dcas.nyc.gov</u>

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](http://nyc.gov/dcas) to learn more about the work we do.

**Unit Description**

The Real Estate Services (RES) Line of Service of the Department of Citywide Administrative Services (DCAS) is the real estate arm of the City of New York and consists of six distinct units: Portfolio Planning and Management (PPM), Leasing, Design & Project Management (D&PM), Strategic Real Estate Initiatives, Planning, and Financial Services. The RES Line of Service meets the different real estate needs of City agencies including lease negotiation, architectural design and project management, acquisition and disposition of real estate, zoning and land use analyses, enforcement of space standards in office design, and overseeing the equitable allocation of over 22 million square feet of privately owned leased space and 15 million square feet of City-owned space for agency use.

## Internship Position Description

<b>Position Title</b>	<b>L&amp;A/DPM Intern (Graduate)</b>
<b>Number of Positions</b>	1
<b>Internship Responsibilities</b>	<p>The Leasing &amp; Acquisitions/Design &amp; Project Management Intern will be responsible for the following:</p> <ul style="list-style-type: none"><li>- Assist transaction managers with leasing-related tasks and coordination</li><li>- Conduct basic market research on properties and lease trends</li><li>- Update and maintain lease databases and related records</li><li>- Help organize and track lease documents and key information</li><li>- Support coordination with design and project teams to compile scope of work details</li></ul>
<b>Qualifications / Special Skills / Area of Study</b>	<ul style="list-style-type: none"><li>- Successful candidate should be detail oriented, and self-motivated with organizational skills.</li><li>- Proficient computer skills, including Microsoft Office (Word, Excel, PowerPoint, etc.).</li><li>- Must be flexible; adaptable to change and be a team player.</li><li>- The successful candidate must be able to work independently and with a team.</li><li>- Basic knowledge of leasing, property management, or real estate principles.</li></ul>
<b>How to Apply</b>	<p>Send an email with your resume to Samantha Villella, <a href="mailto:SVillella@dcas.nyc.gov">SVillella@dcas.nyc.gov</a> and Kristina Nieves, <a href="mailto:krisnieves@dcas.nyc.gov">krisnieves@dcas.nyc.gov</a> with the Position Title referenced in the subject.</p> <p>NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p>
<b>Salary</b>	<b>\$17.93 p/hr</b>

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.