



# 2026 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

<b>Agency</b>	Department of Citywide Administrative Services	<b>Division</b>	Citywide Equity and Inclusion
<b>Address</b>	1 Centre Street 17S New York, NY, 10007		
<b>Name</b>	Pat Williams	<b>Email</b>	patwilliams@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](http://nyc.gov/dcas) to learn more about the work we do.

### Unit Description

Policy and Program Development Unit (PPD): Implements initiatives that align with and operationalize legal mandates and legislation related to equitable employment practices and prepares all relevant citywide reports; reviews, researches and prepares CEI responses on proposed legislation; assists with testimony for legislative hearings; organizes mandatory citywide best practice meetings and other educational programs for EEO officers; promotes compliance with citywide training programs and reporting; develops and updates citywide training content on workforce equity matters; provides general guidance for agencies in effective use of relevant workforce metrics; designs and maintains compliance tools and reference resources; as authorized by the New York City Charter Chapter 35, Section 814.1, reviews and provides general guidance to agencies on preparation of their NYC Charter-mandated annual EEO plans and quarterly updates; and responds to daily inquiries from all City agencies.

## Internship Position Description

**Position Title** Policy & Program Development Intern (Undergraduate)

**Number of Positions** 1

The Policy & Program Development Intern will support the Policy and Program Development Unit in advancing citywide equity and inclusion initiatives. The intern will assist with the collection, organization, and digital filing of key reports, including Annual EEO Plans and Quarterly Reports.

**Internship Responsibilities**

Responsibilities include:

- Updating FAQs.
- Conducting outreach to internal and external partners.
- Contributing to the development and review of training materials and presentations.
- Support research on new legal mandates.
- Design feedback surveys for Best Practices Meetings.
- Analyze attendance and engagement data to inform future programming.

Additional duties include providing general administrative support to the unit and assisting with special projects as assigned.

**Qualifications / Special Skills / Area of Study**

- Demonstrated interest in employment discrimination law, equal employment opportunity, and equity and inclusion
- Ability to review and synthesize complex legal and factual scenarios
- Strong communication, organizational and interpersonal skills
- Attention to detail and ability to multi-task
- Proficiency in Microsoft Office and other digital tools
- Strong sense of initiative and engagement in the nature of CEI work
- Utmost regard for confidentiality

**How to Apply**

To apply: Email resume, and cover letter to [citywideequityinclusion@dcas.nyc.gov](mailto:citywideequityinclusion@dcas.nyc.gov) . Please write "Summer Internship - Policy & Program Development " in the subject line.

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.