



2026 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency	<u>DCAS</u>	Division	<u>DCAS POLICE</u>
Address	<u>1 Centre Street, 1st Floor North, New York, NY 10007</u>		
Name	<u>Iris Loredo</u>	Email	<u>iloredo@dcas.nyc.gov</u>

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 DCAS Mailroom screens all incoming mail that arrives at 1 Centre Street for processing and provides delivery of incoming mail to all DCAS Lines of Service throughout the building.

Unit Description

The Mailroom also receives outgoing mail from all DCAS Lines of Service and assures that it is properly posted and mailed out. When necessary, the mailroom makes external deliveries outside of the building.

Internship Position Description

Position Title	Assistant Mailroom Clerk (Undergraduate)
Number of Positions	2
Internship Responsibilities	<p>Under supervision, the selected Assistant Mailroom Clerk will be responsible for performing the following:</p> <ul style="list-style-type: none">- Assist with receiving and processing incoming and outgoing mail/packages weighing up to 40 pounds.- Assist with delivering mail and packages to individuals and drop off points within the Agency as well as outside of the building if necessary.- Assist with delivering mail and packages to other City Agencies according to established procedures and deadlines.- Assist with operating mailing machines for mail postage- Assist with maintaining Mailroom Activity Log books, forms, and recording receipt of registered mail.- Assist with coordinating incoming and outgoing deliveries with the United States Postal Service, UPS, FedEx, messengers, and other courier services- Answering the Mailroom telephone and taking messages.- Assist with day to day clerical data entry duties/tasks as needed.
Qualifications / Special Skills / Area of Study	<p>The ideal candidate is a undergraduate who can demonstrate the following:</p> <ul style="list-style-type: none">- Good customer service skills- Good verbal and written communication skills- Able to write legibly- Basic Microsoft application skills (Outlook, Word, Excel, etc)
How to Apply	<p>To apply, e-mail your resume and cover letter to Iris Loredo @ iloredo@dcas.nyc.gov. Ensure to include "Summer Intern - Assistant Mailroom Clerk" in the subject line of your e-mail.</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.