



2026 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency Department of Citywide Administrative Services **Division** Citywide Equity and Inclusion
Address 1 Centre Street 17S New York, NY, 10007
Name Pat Williams **Email** patwilliams@dcas.nyc.gov

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.

Unit Description

Citywide Equity and Inclusion (CEI) designs and implements initiatives that align with and operationalize legal mandates and legislation; ensures the City is compliant with reporting mandates; develops and updates the City's EEO and diversity, equity and inclusion trainings portfolio that promote awareness of rights, responsibilities and resources for the city workforce; organizes mandatory EEO best practices meetings and other educational programs and professional development for EEO professionals; conducts third-party EEO investigations; promotes compliance with training programs and reporting; guides agencies in effective use of workforce metrics that inform agencies' equitable recruitment and retention efforts; designs and maintains compliance tools and reference resources; provides guidance to agencies on emerging issues related to fair and effective employment practices; guides agencies on preparation of their annual EEO plans.

Internship Position Description

Position Title	Special Projects Intern (Graduate)
Number of Positions	1
Internship Responsibilities	<p>Reporting to Citywide Equity and Inclusion's (CEI) Chief of Staff, the Special Projects Intern will support the unit's operational, administrative, and strategic functions.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none">- Coordinating and reviewing information and recommendations from departmental staff.- Preparing agendas, fact sheets, and background materials for meetings and conferences.- Providing general administrative support to Citywide Equity and Inclusion. <p>The candidate will also assist with research and writing assignments, contribute to the execution of special projects, and perform additional duties as needed to advance CEI's priorities.</p>
Qualifications / Special Skills / Area of Study	<ul style="list-style-type: none">· Demonstrated interest in employment discrimination law, equal employment opportunity, and equity and inclusion· Strong research and writing skills· Strong communication, organizational, and interpersonal skills· Attention to detail and ability to multi-task· Excellent computer skills, including Microsoft Word, Excel, and PowerPoint· Strong sense of initiative and engagement in the nature of CEI's work· Utmost regard for confidentiality
How to Apply	<p>To apply: Email resume, and cover letter to citywideequityinclusion@dcas.nyc.gov . Please write "Summer Internship - Special Projects Intern " in the subject line.</p> <p>NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p>
Salary	<u>\$17.93 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.