

# 2022 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

Office of the Commissioner – Communications

ADDRESS1 1 Centre Street, 17<sup>th</sup> Floor

ADDRESS2 New York, NY 10007

**CONTACT NAME** Nick Benson

**E-MAIL** nbenson@dcas.nyc.gov

**PHONE** 212-386-0250

## AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Citywide Administrative Services (DCAS) makes city government work for all New Yorkers. Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the 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.

## UNIT DESCRIPTION (Max characters 1000)

The DCAS Office of Communications oversees all external and internal communications for our agency. This includes, overseeing agency messaging and branding, advancing and supporting agency goals and priorities through various communications channels, communicating the agency's work to the public, and shaping the agency's identity.

## POSITION TITLE (Max characters 100)

Communications Intern

**INTERNSHIP RESPONSIBILITIES (Max characters 1500)**

- Writing and copyediting content for marketing materials, reports, the agency website and intranet, and press releases.
- Developing creative content for DCAS social media channels.
- Providing support for agency events.
- Assisting with the production of agency newsletters.
- Drafting communications for all-staff emails.
- Other miscellaneous tasks related to internal and external agency communications.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)**

- Excellent writing and editing skills.
- A strong understanding of social media and developing effective social media content.
- An interest in learning about different aspects of the communications field.
- A passion for creativity.

**APPLICATION PROCESS (Max characters 700)**

Please submit cover letter and resume to: [nbenson@dcas.nyc.gov](mailto:nbenson@dcas.nyc.gov).

**SALARY RANGE**

\$15.00 /hour

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700)**

[nyc.gov/dcassip](http://nyc.gov/dcassip)