

# 2020 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES ("DCAS")

## DIVISION

Division of Energy Management ("DEM")

ADDRESS1 1 Centre Street

ADDRESS2 New York, NY

CONTACT NAME Andrea M. Issa

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PHONE (212) 386-6320

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The Division of Energy Management ("DEM") within the City of New York's Department of Citywide Administrative Services. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline

## UNIT DESCRIPTION (Max characters 1000)

The Contracts Team sits within DEM's Executive Office Support Unit and oversees all of DEM's contracting and procurement activities. The team does contract development and management and contract capacity, oversees task order issuance, and issues memoranda of understanding (MOUs) to our agency partners covering DEM's expense- and capital-funded work. The team also develops resources to bridge contracting and procurement gaps that agencies have identified as barriers to energy work.

## POSITION TITLE (Max characters 100)

Energy Contracts Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Contracts Team is seeking a summer intern to contribute to work related to procurement and contract management to ensure DEM's agency partners have access to necessary project delivery vehicles to implement energy work in their buildings. The team will provide the candidate with an overview of the City's procurement and contacting processes. The intern's assignments are expected to include, but are not limited to, the following:

1. Contributing to the centralization and standardization of procurement tracking systems and scope language.
2. Contributing to the renewal of Memoranda of Understanding ("MOUs") with agencies for the upcoming fiscal year.
3. Assist with monitoring compliance with contract terms, renewals or extensions of agreements, and management of task order issuance.
4. Providing support for historical contract close-out.

The person will serve in a full-time capacity for 12 weeks, in person at DEM's offices (1 Centre Street in Lower Manhattan).

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

- Be capable of both collaborating effectively with others and working independently.
- Be highly proactive and have a demonstrated track record of taking the initiative to problem-solve and bring issues to resolution.
- Have excellent interpersonal skills and be able to interact with diverse stakeholders in a professional manner.
- Be highly organized, detail-oriented, and reliable.
- Bring significant experience in both data analysis and deliverable production, such that they are capable of both doing analysis and effectively packaging the key takeaways and conclusions.
- Be a currently enrolled student at an accredited graduate school, ideally in one of the following fields or areas of study: economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or urban studies.

**APPLICATION PROCESS (Max characters 700 )**

Please submit a resume and 1-page cover letter summarizing interest in the position and relevant experience to Andrea Issa (aissa@dcas.nyc.gov) by Friday, May 6.

**SALARY RANGE**

\$18 for graduate

Internship may be used to fulfill college credit requirement

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