

# 2021 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

Office of Citywide Equity and Inclusion

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ADDRESS2 New York, NY, 10007

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FAX

## 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 )

Citywide Equity and Inclusion (CEI) plays a vital role in ensuring an equitable work environment for all City employees by fostering the City of New York's emergence as an innovative and global leader in equitable, diverse and inclusive employment practices. CEI provides best practice guidance to over 80 city government agencies on the proper and consistent implementation of the City's EEO Policy and other related non-discriminatory policies and procedures. CEI also designs and implements citywide diversity and inclusion programs, initiatives and trainings that align with and operationalize legal mandates. CEI develops and collaborates on strategies that fulfill the City's EEO reporting mandates as well as equity and inclusion initiatives that drive the development, engagement, retention and advancement of a diverse and inclusive workforce. CEI conducts Citywide outreach to under-served and under-represented communities to share information about City careers.

## POSITION TITLE (Max characters 100)

Recruitment and Program Development Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Reporting to the Executive Director, Citywide Equity and Inclusion, the selected candidate will be responsible for, but not limited to the following tasks:

- Supporting the Policy and Program Development team in the collection, tracking and digital filing of various reports including Agency Annual Diversity and EEO plans and Quarterly Reports.
- Assisting with the review and research of diversity and inclusion trainings and initiatives.
- Conducting research to identify organizations suitable for outreach and recruitment events suitable for the office's participation.
- Managing spreadsheets used to track recruitment activities.
- Assist with creating flyers, social media postings, and other marketing materials.
- Reviewing and analyzing attendance records for Best Practices Meetings, indexing and identifying topics for upcoming meetings and conducting outreach to non-active agencies.
- Attending recruitment events on an as-needed basis. Events may be virtual or in-person.
- Providing administrative support to the Policy and Program Development and Citywide Recruitment Units.
- Performing other ad-hoc projects as assigned.

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

- Proactiveness and ability to work independently with limited guidance
- Strong communication, organizational and interpersonal skills
- Interest in Human Resources, EEO, Equity and Inclusion, Public Policy, Criminal Justice, Psychology or other related fields
- Close attention to details and ability to multi-task
- Excellent computer skills
- Strong sense of initiative and engagement in the nature of CEI work
- Regard for confidentiality

**APPLICATION PROCESS (Max characters 700 )**

To apply: Email resume and cover letter to [Citywiderecruitment@dcas.nyc.gov](mailto:Citywiderecruitment@dcas.nyc.gov). Please write "Summer Internship Application" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

**SALARY RANGE**

\$15

Internship may be used to fulfill college credit requirement

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