



DEP INTERNSHIP PROGRAM

Job Posting

Posting #2022 - ODHR-001-Strategic Workforce Planning Intern	#of Positions: 2
Posting Period: September 2022 – February 2023	Category: Administration
Bureau: ODHR	Salary: Unpaid
Office Title: Strategic Workforce Planning Intern	Status: Undergraduate

JOB DESCRIPTION

The NYC Department of Environmental Protection (NYCDEP) protects public health and the environment by supplying clean drinking water, collecting and treating wastewater, and reducing air, noise, and hazardous materials pollution. The largest combined municipal water and wastewater utility in the country, NYCDEP delivers more than 1.1 billion gallons per day of the highest quality drinking water to 9.5 million NY State residents.

The Bureau of Organizational Development & Human Resources (OD&HR) is the Agency’s internal office tasked with leading human resources matters for a workforce of approximately 6,000 employees. We identify and respond to employee relations issues, staff development needs, and current and strategic workforce requirements. OD&HR ensures our operation is staffed with the best-qualified, developed, and engaged employees.

An exciting opportunity exists for a talented undergraduate student to work alongside OD&HR’s Strategic Workforce Planning Employee Engagement and Internal Communications team. The Strategic Workforce Planning (SWP) Intern’s goal is to assist the team with administrative work, data analysis, and the development of various reports as well as other miscellaneous tasks. The SWP Intern will be able to bring their insight and expertise to our team and gain new and relevant experience. Responsibilities will include but are not limited to: aiding with pulling data from the Agency’s CRM and/or Access, utilizing PowerBi to complete various reports, assisting with the planning, coordination, and data collection for employee engagement events, assist with the Always Creating Excellence Awards Steering Committee responsible for implementation of employee recognition appreciation ceremonies, and support Strategic Workforce Planning initiatives to improve the efficiency, cost effectiveness, resiliency and transparency of OD&HR operations.

Finally, the SWP Intern will provide support in Employee Engagement and Internal Communications initiatives as needed.

This position will be virtual, in-person only as needed.

PERFERRED SKILLS

- Experience with Microsoft Office Suite; CRM, PowerBi, Excel, and Access
- Attention to detail and solid organizational and time management skills
- Excellent written and verbal communication skills
- Understanding of how relational databases work
- Team player and willingness to support a diverse and busy staff while contributing to collective innovation
- A strong work ethic paired with a serious creative drive
- A keen desire to learn about content creation, public/employee relations, and branding

ADDITIONAL DOCUMENTATION

<u>Resume</u>	<u>Writing Sample</u>	<u>Transcript</u>
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QUALIFICATIONS

- Student must have at least a 2.5GPA (on a 4.0 scale).
- Student must be pursuing an undergraduate degree in business, human resources, or computer-related fields of study at an accredited institution.
- Selection Criteria: - Strong writing skills; effective interpersonal skills; familiarity and/or experience with computers/software; leadership skills; self-motivation; and ability to work well with minimal supervision

To apply, please send resume and cover letter to interns@dep.nyc.gov

Make sure to indicate the bureau and posting number on resume and also in subject line of email response

For more information about DEP, visit us at: www.nyc.gov/dep

The City of New York DEP is an EEO employer.