



DEP INTERNSHIP PROGRAM

Job Posting

Posting #2022 - ODHR-003- Engagement and Wellness Intern	#of Positions: 2
Posting Period: <u>September 2022 – February 2023</u>	Category: Administration
Bureau: ODHR	Salary: Unpaid
Office Title: Graphics 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 intern will work under the supervision of the Deputy Director of Employee Engagement & Wellness, with great latitude for independent initiative and judgment, to assist with the coordination of activities in the areas of Employee Engagement & Wellness for the agency.

In this position, the intern will be responsible for assisting with the coordination, scheduling and attendance tracking for the Agency’s various employee engagement activities. Specific tasks will include: Assist with the development of programming for wellness activities and distribution of post-action communications; Assist with outreach after wellness opportunities; Assist with coordination of employee appreciation opportunities; Assist with the tracking of engagement and wellness initiatives; Assist with spreadsheet consolidation, scheduling meetings, typing, filing, inventory tracking, and maintaining a repository of all documents for the Directorship. Finally, the EEW intern will provide support in Internal Communications and Strategic Workforce Planning initiatives as needed.

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

PERFERRED SKILLS

- Familiarity with MS Office Suite (i.e. Word, Excel, Outlook, PowerPoint, SharePoint, etc.)
- Attention to detail and solid organizational and time management skills
- Excellent written and verbal communication skills
- Customer service background

ADDITIONAL DOCUMENTATION

<u>Resume</u> <input checked="" type="checkbox"/>	<u>Writing Sample</u> <input type="checkbox"/>	<u>Transcript</u> <input type="checkbox"/>
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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 human resources, social work, marketing, communications, or any related field of study.
- 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.