



# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Citywide Administrative Services

**Division:** Citywide Equity and Inclusion

**Address 1:** 1 Centre Street 17N

**Address 2:** New York, NY 10007

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## **Agency Description**

The Department of Citywide Administrative Services ("DCAS") provides effective shared services to support the operations of New York City government. Its commitment to equity, effectiveness, and sustainability guides its work with City agencies on:

- Recruiting, hiring, and training employees;
- Providing facilities management for 55 public buildings;
- Acquiring, selling, and leasing City property;
- Purchasing more than \$1 billion in supplies and equipment each year; and
- Implementing conservation and safety programs throughout the City's facilities and vehicle fleet.

## **Unit Description**

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** CEI intern

### **Internship Responsibilities**

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

- Conducts research in the areas of program and policy development, recruitment, and employment law.
- Conducts outreach to internal and external partners on matters related to Citywide equity and inclusion initiatives.
- Assists with reviewing, developing and assembling training materials and PowerPoint presentations.
- Assists in reviewing, researching and making recommendations on new legal mandates required to be operationalized by CEI.
- Schedules and tracks various activities conducted by CEI.
- Records, tracks and prepares reports based on outreach activities.
- Participates in recruitment events, best practices meetings and other events as required by CEI.
- Provides case management support as needed.
- Provides administrative and clerical support to the Citywide Equity and Inclusion team.
- Performs other ad-hoc projects as assigned.

### **Qualifications/Special Skills/Area of Study**

- Demonstrated interest in employment discrimination law, equal employment opportunity, and equity and inclusion.
- Strong research and writing skills.
- Strong communication, organizational, and interpersonal skills.
- Attention to detail and ability to multi-task.
- Excellent computer skills, including Microsoft Word, Excel, and PowerPoint.
- Strong sense of initiative and engagement in the nature of CEI's work.
- Utmost regard for confidentiality.

## **Application Process**

To apply:

Please email your cover letter and resume in (.doc or pdf format) and a writing sample to: [Citywiderecruitment@dcas.nyc.gov](mailto:Citywiderecruitment@dcas.nyc.gov).

Please write "**Summer Internship - CEI Intern**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

**Salary Range** \$21/ per hour – Graduate Intern

Internship may be used to fulfill college credit requirement.

## **Additional Information / Comments**

Internships are available between May and September for a maximum duration of thirteen (13) weeks.

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