



2024 NYC Summer Internship Program Application Form

Agency: Department of Citywide Administrative Services (DCAS)

Division: Office of Citywide Procurement

Address 1: 1 Centre Street, 18th Floor

Address 2: New York, NY 10007

Contact: LaVonne Brown

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Agency Description

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York. Our commitment to equity, effectiveness, and sustainability guides our work, providing City agencies with the critical 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

Strategic Performance and Innovation (SPI) is the operational and analytical arm within the Office of Citywide Procurement responsible for information systems management, project management, program administration, and budgetary responsibilities, and is the center of innovation working to improve performance, increase efficiency, and realize productivity gains while aligning with citywide strategic goals, overall agency responsibilities, and policy initiatives.

Position Title Change Management Intern

Internship Responsibilities

- Make sure to support and engage with staff for all DCAS projects, systems, and processes.
- Help agency staff with administrative procurement and financial management policies.
- Act as a liaison to City Agencies and stakeholder groups and share your recommendations on policies and procedures.
- Support IT initiatives and collaborate on system development.
- Provide friendly help desk support for DCAS-OCP systems.
- Create engaging training materials and deliver presentations.
- Capture and share the impact of business changes and analyze our partners' environments.
- Foster ongoing stakeholder engagement and measure the effectiveness of change management plans.

Qualifications/Special Skills/Area of Study

- Open to all Majors.
- Interest and experience in project management activities, including developing training materials, business process flows, and communications.
- Knowledge of Microsoft Office Suite (especially Visio), video recording and editing software, and Microsoft Dynamics.
- Excellent written and verbal communication skills (public speaking and presenting).
- Experience or education in both qualitative and quantitative analysis.
- Critical thinking skills, including a demonstrated ability to dissect current processes and suggest improvements.

Application Process

To apply:

Please email your cover letter and resume in (.doc or pdf format) to: LaVonne Brown at: Lvbrown@dcas.nyc.gov

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

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Salary Range \$21.00/ 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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