



# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Citywide Administrative Services (DCAS)

**Division:** Facilities Management

**Address 1:** 1 Centre Street, 18th Floor North

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

**Contact:** Lakisha Daves

**Email:** [fmbuildingsrvs@dcas.nyc.gov](mailto:fmbuildingsrvs@dcas.nyc.gov)

**Phone:** 212-386-0242

## **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.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at [nyc.gov/dcass](http://nyc.gov/dcass) to learn more about the work we do.

## **Unit Description**

The Facilities Management team manages, operates, and maintains 55 City-owned buildings across the five boroughs. As the property owner, DCAS works to provide safe, clean, and energy efficient space for its tenants. The entire portfolio of buildings totals over 15 million square feet, including the mayor's office, the comptroller, the public advocate, and the borough presidents, city agencies, and the Office of Court Administration.

**Position Title** Space Planning Intern

## **Internship Responsibilities**

This is a project-based summer internship to study DCAS properties. The project would entail visiting properties, reviewing how office spaces are used, and propose new ideas to improve the office spaces for Facilities Maintenance staff. The team would look at architectural and design elements like traffic flow, furniture, locker rooms, and storage space. The ideal candidate would be someone looking for real world experience in commercial architecture or office design.

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

The perspective candidate should be organized, have an interest in commercial architecture, and/or interest in commercial office design. Experience in Microsoft office suite and adobe products is helpful.

## **Application Process**

To apply:

Please email your cover letter and resume in (.doc or pdf format) to: Lakisha Daves  
[fmbuildingsrvs@dcas.nyc.gov](mailto:fmbuildingsrvs@dcas.nyc.gov).

Please write "**Summer Internship – FM**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

You will be contacted if selected for an interview.

**Salary Range** \$18 per hour / Undergraduate Intern

Internship may be used to fulfill college credit requirement.

**Additional Information / Comments**

Internships are available between May and September for a maximum of 13 weeks but must end by the first week of September each year.

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