



2024 NYC Summer Internship Program Application Form

Agency: Mayor's Office of Contract Services

Division: Change Office

Address 1: 255 Greenwich Street, 9th floor, New York, NY 10007

Address 2: N/A

Contact: Caitlin Caporale Benson

Email: Caitlin.Benson@mocs.nyc.gov

Phone: N/A

Agency Description

The Mayor's Office of Contract Services (MOCS) is a New York City oversight and service agency that manages procurement citywide, from planning and release of agency solicitations to payment of vendors. Annually, agencies procure billions in products and services from a diverse pool of vendors that represent various industries. MOCS therefore aims to ensure that the procurement process remains fair, transparent, efficient, and cost-effective.

MOCS makes it easier to do business through use of end-to-end technology tools, increases transparency by publication of enriched data and hosting public hearings, and strengthens procurement operations by providing direct assistance and resources to all stakeholders. MOCS also partners with agencies and vendors to identify areas for policy reform, resulting in ongoing process improvement to reduce administrative burdens and increase the positive impact of services on communities. The MOCS Director serves as the City Chief Procurement Officer.

For more information on MOCS, please visit [About the Mayor's Office of Contract Services - MOCS \(nyc.gov\)](https://www.nyc.gov/mocs).

Unit Description

Change Office reports to the Chief Change Officer. MOCS' Change Office is responsible for fostering change and establishing partnerships. MOCS Change team works with a range of stakeholders including nonprofit organizations, business vendors and City agencies to support successful rollouts and adoption of a range of Citywide strategic projects, including upcoming PASSPort e-procurement system releases.

Position Title Change Strategy Intern

Internship Responsibilities

The Change Strategy Intern will be responsible for updating critical City Agency and vendor resources to support Agency and vendors adoption of PASSPort. Additionally, the Change Strategy Intern will support the development of presentation materials for external engagements such as Change Manager webinars charged with supporting changes at the change manager's Agency, and dedicated sessions related to the next PASSPort release.

- Resources include materials such as guides, job aids, and PowerPoint decks.
- Current resources need to be updated to reflect updated functionality. This task includes replacing screenshots, editing language, and providing new instructions.
- Intern will be responsible for receiving feedback, addressing comments and moving the materials forward in the process to finalization.
- Presentation materials include PowerPoint slide decks, data visualizations and trackers to show project progress and upcoming activities.
- Extract reports from various platforms aiding in strategic decision-making and evaluation of ongoing initiatives.

Please note: This is an on-site internship.

Qualifications/Special Skills/Area of Study

Qualifications/Special Skills:

- Strong technology skills and familiarity with technology platforms.
- Strong communication and writing skills.
- Highly organized and project management abilities.
- Meet deadlines and work independently while paying close attention to details.
- Demonstrated ability to present ideas and data clearly and effectively.
- Competency in Microsoft Word Suite Products

Areas of Study:

- Flexible: Public Policy, Communication, Computer Science, Copy Editing

Application Process

Please send resume and cover letter to Caitlin.Benson@mocs.nyc.gov with subject line "SIP".

Application Deadline: 5/3/2024

Salary Range \$17.00 - \$18.00/hour

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Undergraduate and graduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year.

Graduate interns also must be currently enrolled or accepted in a graduate program.

Internships are open to both undergraduate and graduate applicants.

Summer interns/internships are for a maximum of 13 weeks, generally June thru August (and ending no later than the first week of September).

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

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