2024 NYC Summer Internship Program Application Form

Agency: Mayor's Office of Contract Services
Division: Change Office

Address 1: 255 Greenwich Street, New York, NY 10007
Address 2: N/A

Contact: Ana Placido
Email: ana.placido@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)

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Unit Description

The Communications Unit is a branch of the Change Office division. Under the guidance and supervision of the Communications Director, the Communications Intern will assist with research, writing assignments, digital content creation, social media, and constituent engagement.

Position Title Communications Intern

Internship Responsibilities

- Develop media lists.
- Track media coverage and send out daily clip reports.
- Conduct research on a wide range of topics
- Monitor and contribute to the agency's social media accounts.
- Assist with external engagement coordination and execution.
- Assist with drafting external communications.
- Assist the communications team in its day-to-day operations.

Please note: This is an on-site internship.

Qualifications/Special Skills/Area of Study

Preferred Skills:

- Excellent writing and communications skills
- Organizational and strong writing skills required, and ability to work in a team-like environment.
- Willingness to work with a growing team in a fast-paced environment.
- Be a dynamic team player.

Learning Outcomes:

- Exposure to government communications and constituent engagement. Learn skills needed to create and implement a strategic communications plan.

Application Process

Email resume, cover letter, writing sample, and two (2) references to: ana.placido@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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