



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: Fatimah Rashad

Email: Fatimah.Rashad@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/about-the-mayors-office-of-contract-services).

Unit Description

The Learning and Development Team creates learning materials and resources, facilitates training events, and attends outreach events to help build the procurement capacity and capabilities of NYC Agency staff and businesses.

Position Title Event Intern

Internship Responsibilities

Under the guidance and supervision of the Assistant Director of Training and Engagement, you will assist team members to plan and execute virtual and in-person training and engagement events to help businesses understand NYC procurement.

Responsibilities include:

- Provide administrative and logistical support for events.
- Communicate with elected officials, businesses, and staff at government agencies.
- Assist with creating presentations and training activities.
- Prepare event materials and manage inventory.
- Take photos and/or videos at in-person events.
- Assist team with admin tasks.
- Participate in team meetings.
- Participate in special projects as assigned.

Please note: This is an onsite internship.

Qualifications/Special Skills/Area of Study

- Pays close attention to details.
- Excellent written and spoken communication skills.
- Strong organizational skills and ability to meet deadlines.
- Ability to work independently.
- Willingness to work as a dynamic member of a team in a fast-paced environment.
- Ability to follow guidelines and directions.
- Excellent customer service skills
- Photography or videography skills a plus
- Spanish speaker a plus

Application Process

Please send resume and cover letter to Fatimah.Rashad@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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