



2024 NYC Summer Internship Program Application Form

Agency: Mayor's Office of Contract Services

Division: Financials

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

Address 2: N/A

Contact: Patrick Kabasele

Email: Patrick.Kabasele@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 \(nyc.gov\)](#)

Unit Description

MOCS team members operate in a collaborative, service-oriented environment, where flexibility and ability to achieve results are valued. Interns must conduct all duties relevant to their position in their assigned division and demonstrate an advanced level of expertise. This position requires a focus on aligning daily operations to the agency's strategic priorities, engage stakeholders in planning and ensure performance using well-defined success metrics and project management strategies. Interns are expected to deliver timely and quality work products and services, participate in ongoing improvement activities, proactively deepen their knowledge of procurement and government operations, and will use modern technology software and hardware to complete daily duties. This position must collaborate with other team members to implement projects, help to maintain and/or analyze operational data, and interact with external stakeholders.

Position Title Financials Intern

Internship Responsibilities

Assist with developing MOCS' Financials training materials, lead trainings, and assist with meetings with agencies. Interns will also assist with various reports and ad-hoc tasks in PASSPort, the City of New York's digital procurement platform.

Please note: This is an on-site internship.

Qualifications/Special Skills/Area of Study

Microsoft Suite (Word, Excel, PowerPoint), Power BI, Finance, Education, Public Policy, Computer Science, Copy Editing

Application Process

Please send resume and cover letter to Patrick.Kabasele@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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