



2024 NYC Summer Internship Program Application Form

Agency: Mayor's Office of Contract Services

Division: Office of the Director

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

Address 2: N/A

Contact: Zia Bauer

Email: zia.bauer@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 Office of the Director team provides strategic, project management, administrative, and organizational support to the Director. The team coordinates closely with teams across MOCS to ensure that the agency achieves its strategic priorities by managing key projects and initiatives, identifying, and triaging issues, developing written materials, and collaborating with internal and external partners.

Position Title First Deputy Director Team Intern

Internship Responsibilities

- Writing and Editing: Draft and edit policy presentations, talking points, memos, and briefing documents to support the MOCS Director and First Deputy Director.
- Indicator Report Support: Analyze, write, and edit sections of annual Procurement Indicators report.
- City Council Hearings: Attend or listen to City Council hearings to take notes and flag relevant topics.
- Project Management: Use Monday.com and other project management tools to track progress on key agency projects and initiatives.
- All Staff Meeting Management: Prepare presentations, talking points, and run of show for monthly MOCS All Staff meetings.
- Meeting Participation: Attend internal meetings to take detailed notes, manage follow-up actions, and coordinate with multiple teams at MOCS.
- Scheduling Support: Assist in organizing and scheduling necessary meetings and events.

Please note: This is an on-site Internship.

Qualifications/Special Skills/Area of Study

- Excellent written communication skills in a professional setting.
- Proficiency with Microsoft Office products, especially PowerPoint, Word, and Excel.
- Strong attention to detail and organizational skills.
- Team player with willingness to learn and interest in City government.
- Candidates currently pursuing studies in Political Science/Government, Public Policy, English, History, Sociology, Economics, International Relations, or similar studies are strongly encouraged to apply.

Application Process

Please send resume and cover letter to Zia.Bauer@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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