



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

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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

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 Reporting Intern

Internship Responsibilities

- **Data Analysis and Reporting:** Assist the First Deputy Director and the Data teams in developing the annual Procurement Indicators report. This entails conducting data analysis through Excel pivot tables, crafting impactful data visuals, ensuring data quality, and utilizing Power Query for advanced data management.
- **Compliance Reporting Support:** Aid the Data team in managing regular compliance reporting tasks. These include performing data quality checks, coordinating with agencies and vendors, and ensuring timely follow-ups.
- **MOCS Data Cabinet Engagement:** Participate in MOCS Data Cabinet meetings to improve the understanding within MOCS of our report outputs and data analysis capabilities.
- **Project Management:** Use project management tools, such as Monday.com, to track and report on the progress of various reporting tasks.
- **Report Writing and Editing:** Take responsibility for analyzing, writing, and editing sections of the indicators report to ensure accuracy and coherence.
- **Meeting Participation:** Attend both internal and external meetings to take detailed notes and manage subsequent follow-up actions.
- **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

- **Excel Proficiency:** Demonstrated excellence in Excel, showcasing proficiency in pivot tables, formulas, data visualization techniques, and Power Query for advanced data management.
- **Data Analysis Experience:** Prior experience or a strong interest in data analysis is required. Additional proficiency with data manipulation tools, especially SQL, is highly valuable.
- **Attention to Detail and Communication Skills:** Outstanding attention to detail paired with robust communication abilities.

- **Team Collaboration:** A team-oriented mindset with a strong willingness to learn and a keen interest in making a meaningful contribution to City government.

Candidates currently pursuing studies in Data Science/Analytics, Statistics, Political Science, Business/Finance/Economics, or Public Policy 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.