



2024 NYC Summer Internship Program Application Form

Agency: Mayor's Office of Contract Services

Division: General Counsel

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

Address 2: N/A

Contact: Anne Meredith

Email: Anne.Meredith@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/mocs).

Unit Description

MOCS General Counsel division provides advice to the City Chief Procurement Officer (CCPO), General Counsel and MOCS staff as well as assists with legal and policy projects.

Position Title Legal Intern

Internship Responsibilities

The Legal Intern shall report to the General Counsel division of MOCS.

Job responsibilities include, but are not limited to:

- Conducting legal research and drafting memoranda for the General Counsel team on various procurement related topics and issues.
- Assisting with legal compliance matters relating to various local laws and executive orders.
- Reviewing contracts, franchise and concessions agreements, and other documents to ensure compliance with the laws, rules and regulations related to the procurement process.
- Drafting briefing memos.
- Reviewing and responding to Freedom of Information Law requests and providing recommendations and resolutions to Freedom of Information Law matters.
- Preparing legal memoranda for attorneys who sit on NYC Office of Administrative Trials and Hearings Contract Dispute Resolution Board cases.
- Drafting reports
- Vetting vendors to ensure business integrity.
- Any other assignments related to the duties of this office as are necessary.

Please note: This is an on-site Internship.

Qualifications/Special Skills/Area of Study

- Current Enrollment in Law School.
- Emphasis on attention to detail and confidentiality
- Must have strong writing skills.
- Excellent verbal and interpersonal skills
- Proficiency in Microsoft Word, Outlook, PowerPoint, and Internet research.

Application Process

Please send resume and cover letter to Anne.Meredith@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.