



# 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** Training and Engagement Intern

## **Internship Responsibilities**

Under the guidance and supervision of the Assistant Director of Training and Engagement, you will collaborate with team members to plan and execute training and engagement events to help businesses understand procurement. Events may take place virtually or in-person throughout the 5 boroughs.

You will primarily work on projects within the MOCS In Your Neighborhood (MIYN) program. The program's goal is to increase the number of nonprofits and minority and women-owned businesses participating in NYC contracting. Each month, the team hosts a hands-on workshop, outreach event, or networking event to help in a different location in the New York City Metropolitan Area.

You may also work on projects within other programs related to vendor webinars or in-person vendor outreach in collaboration with other City agencies/organizations.

Responsibilities include:

- Creating presentations and training activities
- Delivering trainings and answer questions
- Assisting with planning and coordination of engagement events
- Communicating with elected officials, businesses, and staff at government agencies
- Performing administrative, logistical, and support functions for events
- Collecting data to evaluate the effectiveness of trainings and events.
- Creating reports to summarize data and make recommendations for improvement of trainings and events.
- Taking photos and videos at in-person events
- Representing MOCS at events and meetings as assigned
- Participating in team meetings
- Participating in special projects as assigned

Please note: This is an on-site internship.

## **Qualifications/Special Skills/Area of Study**

- Pays close attention to details.
- Ability to follow guidelines and directions.

- Project management experience
- Excellent written and spoken communication skills.
- Strong organizational skills and ability to meet deadlines.
- Ability to work independently.
- Willingness to work as a dynamic team member in a fast-paced environment.
- Excellent customer service skills
- Strong public speaking, tutoring, or training skills desired
- Photography or videography skills a plus
- Spanish speaker a plus

### **Application Process**

Please send resume and cover letter to [Fatimah.Rashad@mocs.nyc.gov](mailto: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.