

CITY OF NEW YORK - DEPARTMENT OF CONSUMER AFFAIRS
Ensuring consumers and businesses benefit from a fair and vibrant marketplace.

Internship Announcement	
Office Title: Interns	Divisions: Communications/Marketing, Outreach, Policy/Strategy, Legal, Finance/Administration
Compensation: Unpaid	Work Location: 42 Broadway, New York, NY
NYC Department of Consumer Affairs	
<p>The Department of Consumer Affairs (DCA) empowers consumers and businesses to ensure a fair and vibrant marketplace. DCA licenses and regulates over 80,000 businesses in 55 different industries, and enforces the Consumer Protection Law and other related business laws in New York City. The agency educates the public and businesses through outreach and partnerships with stakeholders throughout the City. DCA performs onsite inspection of businesses to ensure compliance with license regulations, weights and measures regulations, and the New York City Consumer Protection Law, and also implements and enforces the new Paid Sick Leave Law by educating employers and employees on the rules and investigating complaints. In enforcing its laws, the agency provides mediation and restitution for consumer complaints.</p> <p>DCA's Office of Financial Empowerment (OFE) assists low-income and immigrant New Yorkers to build assets and make the most of their financial resources by providing free financial counseling at more than 30 Financial Empowerment Centers, access to mainstream banking, and encouraging Earned Income Tax Credit utilization.</p>	
Job Description	
<p>The New York City Department of Consumer Affairs (DCA) is seeking interns across many Divisions. This is an excellent opportunity to gain college credit (if approved by your college or university) and gain valuable, real-world experience that will enrich your experience and enhance your resume. All candidates should have a strong academic record, be highly organized with a keen attention to detail, possess the ability to manage multiple tasks and most importantly have a commitment to excellence. Division-specific qualifications are noted below.</p>	
COMMUNICATIONS/MARKETING	
<ul style="list-style-type: none"> • Responsibilities: draft press releases and other press materials, produce copy and visual content for social media, help with long for social media, help with long term digital engagement strategy, track pertinent media coverage of DCA, execute graphic design projects, maintain media list • Qualifications: strong writing, research and computer skills, familiarity with social media management and digital analytics tools and Adobe Creative Suite a plus 	
OUTREACH	
<ul style="list-style-type: none"> • Responsibilities: organize events to inform communities about new Paid Sick Leave Law, handle communication, research, schedule and PR around these events • Qualifications: experience with issues-driven campaigns not required, but useful 	
POLICY/STRATEGY	
<ul style="list-style-type: none"> • Responsibilities: conduct research across multiple platforms to obtain information, assist with drafting proposals • Qualifications: self-motivated, strong written, oral and interpersonal skills 	
LEGAL	
<ul style="list-style-type: none"> • Responsibilities: Law Students – provide general litigation support to attorney staff (may include factual and legal research, document and discovery review), assist in wide-ranging detailed investigations, settlement negotiations College Students – provide legal support to both the attorney and non-attorney staff, which may include administrative work such as routine review and compiling of discovery demands conduct research including advertising review and work-related business practices All Interns: participate in divisional and agency educational outreach initiatives, assist with hearing and trial preparation • Qualifications: College Seniors (preferably business, pre-law, government, public policy administration majors) or L2 or L3 Law Students. Language skills a plus (Spanish, Mandarin, Korean, Arabic) 	
FINANCE/ADMINISTRATION	
To Apply	
<p>Email cover letter and resume to Monique Jones, Recruiting and Training Specialist: MJONES@DCA.NYC.GOV</p> <p>Candidates for the internship should be prepared to devote at least 12 weeks to the position and work a minimum of 15-20 hours. Applicants should either be currently enrolled in a college or university, or have already graduated.</p>	
Post Date: March 6, 2015	Post Until: Filled