

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME: Department of Information Technology & Telecommunications

DIVISION: First Deputy Commissioner

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AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Information Technology & Telecommunications is the technology core of New York City government, working with over 100 city agencies and entities to deliver the IT products and services they need to serve and empower New Yorkers and keep our five boroughs safe, strong, and vibrant.

UNIT DESCRIPTION (Max characters 1000)

The First Deputy Commissioner's Office manages DoITT's equity, inclusion and risk management portfolios, and leads the agency's efforts to foster and promote diversity in the workplace. The office also leads the agency's MWBE efforts.

POSITION TITLE (Max characters 100)

Diversity Management Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Your role: You will primarily work with the Executive Director of Equal Employment Opportunity & Diversity Management and support the development and implementation of programs and initiatives related to issues of equal employment, equity, diversity, and inclusion. Tasks will include:

- Researching D&I content;
- Drafting and developing departmental communications.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

- Two positions are available – one for a college student and a second position for a graduate/law student
- Academic concentration in an undergraduate or graduate program focusing issues of law, social justice, diversity management, human resources, government, or a related field
- Strong organizational and timeline management skills
- Curious and creative mindset
- Ability to conduct data analysis, and an innovative approach to problem-solving while working in a fast-paced environment with shifting priorities.

- Strong communication skills
- Knowledge of Excel, Word, Outlook and other Microsoft Office tools

APPLICATION PROCESS (Max characters 700)

Email your resume and cover letter to Doitt.internships@doitt.nyc.gov. Please put the position title in your subject line.

SALARY RANGE

\$15.00-\$17.50 for college level; \$15.93 - \$24 for graduate level

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION/COMMENTS (Max characters 700)

Two positions in this unit are available. Law students are encouraged to apply!