

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME: Department of Information Technology & Telecommunications

DIVISION: Applications

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AGENCY DESCRIPTION (Max characters 3000)

The Mayor Office of the Chief Technology Officer's mission is to ensure that technology is inclusive, accessible, human-centered, and works for all New Yorkers. We view technology as a critical tool for realizing the Mayor's vision of making New York City the fairest big city in America.

UNIT DESCRIPTION (Max characters 1000)

POSITION TITLE (Max characters 100)

MOCTO-01-Communications Fellow

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Further develop MOCTO's communications agenda;
- Develop stories/messaging to convey relevance of MOCTO work to New Yorkers;
- Manage media relations- proactively pitch stories, handle inquiries and responses to publications);
- Monitor publications and social media for trends and for opportunities to promote MOCTO agenda;
- Draft press releases, social media content, website content, blog posts, newsletter emails;
- Prepare talking points, memos, and background documents;
- Other duties as assigned.

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

- Graduate students currently enrolled in a communications, media, English, public affairs, political science, or closely related program;
- Ability to conceptualize, develop, and execute a communications plan;
- Media relations skills, strong copywriting and editing skills, digital content generation skills;
- Ability to engage with external media outlets effectively.

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

\$15.93-\$24.73 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION/COMMENTS (Max characters 700)

Click or tap here to enter text.