

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF HOMELESS SERVICES

Division of Family Services
33 Beaver Street
New York, New York 10004

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AGENCY DESCRIPTION

The mission of the Department of Homeless Services (DHS) is to prevent homelessness when possible and to provide short term, emergency shelter for individuals and families who have no other housing options available.

UNIT DESCRIPTION

ASSISTANT COMMISSIONER'S OFFICE OF BUDGET, PROCUREMENT AND ADMINISTRATION

POSITION TITLE

Assistant Commissione for Budget, Procurement and Administration Intern #1895

INTERNSHIP RESPONSIBILITIES

Assist the AC for Budget, Procurement and Administration in capacity analysis; contract and budget reports, charts, etc. and project based study on shelters.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Current enrollment in Undergrad/Grad program

APPLICATION PROCESS

For all applicants, please go to the NYC Careers website and search for Job ID # 148178

SALARY RANGE

Summer College Interne - \$284.50-\$433.50 weekly
Summer Graduate Interne - \$427.50-\$720.50 weekly

ADDITIONAL INFORMATION / COMMENTS

DHS 012 Asst. Comm. Office - Families