

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Summer College Intern	TITLE CODE NO.: 10234
OFFICE TITLE: Partnerships & Special Initiatives Intern	SALARY: \$8.12 to \$12.38 per hour
DIVISION/WORK UNIT: COMPASS	WORK LOCATION: 2 Lafayette Street, New York, New York 10038
HOURS 35 Hours	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with community-based organizations (CBOs). DYCD’s central task is to administer available city, state, and federal funds to a wide range of quality programs that positively impact youth and communities.

DYCD’s Comprehensive Afterschool System of NYC (COMPASS), formerly known as the Out-of-School Time (OST) Program, currently serves over 85,000 young people in more than 800 programs across the five boroughs. COMPASS programs offer a balance of academics, recreation, enrichment, and cultural activities to help kids succeed in and out of school and take place after school, during school closing days, and over the summer.

The Operations Unit in COMPASS offers specialized support and guidance to the entire COMPASS initiative with facility set-up and licensing, policy development and compliance, contract compliance and performance, data analysis and interpretation, unit operations and efficiencies, communication, and marketing. DYCD is seeking an intern to support outreach and event logistical support for COMPASS Initiatives.

Key Tasks Include:

- Support and protect our brand by making sure that positive and consistent messaging is maintained across all social media platforms.
- Contribute to and regularly update all external sites inclusive of COMPASS' webpages.
- Maintain data records for all events and initiatives by capturing provider and participant participation.
- Maintain content calendar for internal and external newsletter and create distribution schedule.
- Assist with venue acquisition and conduct venue site visits for event logistics.

PREFERRED SKILLS:

- Proficient with Microsoft Word, Excel, and PowerPoint.
- Demonstrated skills in managing social media pages and websites.
- Individual should be detail-oriented, highly adaptable, and flexible. Ability to work independently within a team environment.
- Experienced managing large volume of data.

MINIMUM QUALIFICATIONS:

As of June of the Program year the prospective interne must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year). Appointment to this title is only valid for the duration of the Program, June - August each year.

*****NOTE: Applicants will be required to submit an official transcript as proof of class standing and enrollment as described above*****

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for the Job ID

193466

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 5/22/15

POST UNTIL: Until Filled

JOB ID #: 193466

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.