

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF HOMELESS SERVICES

DIVISION

FISCAL & PROCUREMENT

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AGENCY DESCRIPTION (Max characters 1200)

The New York City Department of Homeless Services is an agency comprised of 2,000 employees, with an annual operating budget of approximately \$1 billion, DHS is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City. As it engages in this mission, DHS employs a variety of innovative strategies to help families and individuals successfully exit shelter and return to self-sufficiency as quickly as possible.

Collaborating with other public agencies and nonprofit partners, DHS works to prevent homelessness before it occurs, reduce street homelessness, and assist New Yorkers in transitioning from shelter into permanent housing. Furthermore, DHS remains committed to meeting its legal mandate to provide temporary emergency shelter to those experiencing homelessness in a safe and respectful environment.

UNIT DESCRIPTION (Max characters 300)

Fiscal & Procurement Services

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The NYC Department of Homeless Services (DHS) 2 Summer Interns to serve within the Division of Fiscal & Procurement. The candidates will work units under the Budget, Finance, Audit and ACCO units. S/he will undertake various analytical projects; review year end close out documents; ensure the availability of funds for close-out payments; perform review of budget requests submitted by shelter providers; develop division-wide automated tracking system of various Budget, Finance, Audit and ACCO functions; and attend meetings with other division staff.

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

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).

NOTE: Appointment to this title is only valid for the duration of the Program, June - August each year.

APPLICATION PROCESS (Max characters 700)

Please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov>. Most public libraries have computers available for use. No phone calls, faxes, e-mails and personal inquiries permitted.

SALARY RANGE

\$433.50 (weekly)

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/internship
