

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT

Human Resources
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New York, NY 10034

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AGENCY DESCRIPTION

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

UNIT DESCRIPTION

OST/Procurement: The Department of Youth and Community Development (DYCD) seeks to hire graduate interns who will assist in the expansion of the Out of School Time (OST) Middle School program.

POSITION TITLE

DYCD – 003 Proposal Evaluator

INTERNSHIP RESPONSIBILITIES

Duties will include, but are not limited to, assisting the OST and Procurement units to ensure OST programs start in a timely fashion. Assisting in the evaluation process for both current and new OST providers. Taking part in monitoring programs, preparing documents for registration and rating proposals. In order to qualify you must be able to attend a 2 hour mandatory training and work a 35 hour work week Monday through Friday. Additional tasks within other DYCD program areas may be assigned for further assistance, if needed

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Ability to be objective and make fair and reasonable determinations.
- Ability to use and navigate databases and computer systems with ease.
- Ability to manage time and keep items confidential.
- Must be proficient in Microsoft Office 2010

Some understanding of:

DYCD and the Department's programs, including but not limited to after school.
The Solicitation/Request for Proposal process.

APPLICATION PROCESS

Search for the Job ID #147087

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.

SALARY RANGE

\$12.24-\$20.59 (Hourly)

ADDITIONAL INFORMATION / COMMENTS

SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.