Macaulay Honors College DCA External Affairs Internship – Fall 2012

The Department of Consumer Affairs (DCA) External Affairs Division seeks public service-oriented Macaulay Honors College juniors and seniors for two unpaid internship positions.

Company Description
As the first municipal consumer protection agency in the country, the New York City Department of Consumer Affairs (DCA) has ensured that businesses and consumers benefit from a fair and vibrant marketplace for over 40 years. Today, DCA regulates 55 industries and licenses and inspects almost 80,000 businesses throughout the five boroughs. The Department enforces the City’s landmark Consumer Protection Law and related City and State laws; mediates thousands of consumer complaints; and prosecutes law-breaking businesses through our Administrative Tribunal.

DCA is committed to educating, empowering and protecting consumers; holding businesses to high standards of marketplace behavior; and achieving excellence in the delivery of innovative agency programs and services.

WEBSITE URL
www.nyc.gov/consumers

Internship Description
The External Affairs Division includes Community Relations, Legislative Affairs, and Communications and Marketing. The responsibilities of this division are highly diversified; they incorporate managing Citywide multimedia public awareness campaigns, managing the Agency’s content in 311 and other websites, creating and distributing the Mayor’s biweekly report, managing the agency’s translation work, and producing materials ranging from license application checklists to Agency and event collateral materials.

As a member of the External Affairs Division interns will assist staff with a number of projects including:

- Tracking pertinent media coverage of the Department.
- Monitoring consumer issues in new media and drafting Department responses.
- Maintaining inventory and distributing publications.
- Collaborating on improving internal information management.
- Assisting with press conferences as needed.
- Drafting correspondence on behalf of the Department.
- Maintaining up-to-date media lists.
- Assisting in special Department projects as needed.

Hours and Pay
For Fall 2012 school-year internships, interns must commit to a minimum of 15 hours per week. Please keep in mind that these positions are unpaid; however, DCA can offer college credit.
**Qualifications**

- A well-organized individual who wants to learn about external affairs within the public sector.
- A commitment to excellence and confidentiality is required and expected.
- Attention to detail and excellent written, verbal, and phone communication skills a must.
- Strong research and computer skills required. Must be proficient in Excel, Word, PowerPoint, Internet research and Outlook.
- Fluency in other languages helpful and a sense of humor, a plus.
- Junior or senior

**Location**

42 Broadway - 8th Floor
New York, NY 10004

**Application Instructions**

Email a resume and cover letter in Microsoft Word format to Jobs@dca.nyc.gov with the appropriate email subject line: “Macaulay DCA External Affairs Internship – Fall 2012”