Macaulay Honors College DCA Office of the Chief Of Staff Internship – Fall 2012

The Department of Consumer Affairs (DCA) Commissioner’s Wing 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 New York City Department of Consumer Affairs (DCA) is seeking an intern to provide high-level support within the office of the Chief of Staff. S/he must possess the ability to manage multiple tasks, meet deadlines, and be flexible to shifting priorities. S/he must be highly organized with a keen attention detail. The Intern will assist with special projects, as well as day-to-day operations within the DCA administration. S/he will work with senior staff in the Finance, Data Analysis, Project Management and General Service divisions. Candidates for this internship should have an interest in government organization and management.

The intern will have the opportunity to work on a variety of projects, which may include:

- **Policies and Procedures** – Advance the operational policies and procedures in support of the Agency’s mission. S/he will meet with various divisions to determine best practices, and create streamlined procedures to improve efficiency.

- **Records Management** – Assist with ongoing transition from paper to electronic records. Additionally, provide support for a large records inventory project.

- **Finance** – Support the Chief Financial Officer with account reconciliations, budget analysis, and special reports. Assist with procurement, accounts payable and other finance tasks as needed.

- **Emergency Planning** – Assist with agency compliance as part of the Citywide Continuity of Operations Planning program, including the execution of the annual Senior Staff emergency exercise. Ensure that Senior Staff are equipped with up-to-date information/plans in the case of an emergency. Attend lectures and trainings offered through the city’s Office of Emergency Management.
• Office Efficiency – Develop efficient and effective office processes, such as accounting systems, filing systems, logistics systems and production schedules.

_DCA and The City of New York are an Equal Opportunity Employer._

**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**
- Excellent analytical skills.
- Excellent written, oral and interpersonal skills.
- High proficiency in Microsoft Office, particularly Word and Excel.
- Must be responsible, flexible and hardworking

**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 Chief of Staff Internship – Fall 2012”