Department of Education
Carmen Fariña, Chancellor

2014
NYC DOE
Summer Internship Program

INTERNSHIP TITLE:

DOE 009 Organizational Development Intern

DIVISION/OFFICE:

Division of Human Resources

ADDRESS:

65 Court Street, Suite 701, Brooklyn, NY 11201

OFFICE DESCRIPTION:

The Office of Organizational Services supports offices and departments across the DOE with human capital services issues for all non-school-based personnel. Through the Employee Engagement & Development Initiative, the Organizational Development Unit within the Office of Organizational Services is responsible for planning, developing, and implementing human capital policies, programs, systems and tools that produce high-performing employees and leaders and support effective training and development across DHR.

The Organizational Development Unit offers an array of meaningful and robust professional growth and engagement opportunities designed to foster a learning culture so that staff and leaders are prepared and positioned to succeed within the New York City Department of Education.

INTERNSHIP RESPONSIBILIES:

The Office of Organizational Services is responsible for identifying, developing, and communicating professional development and employee engagement opportunities to over 600 employees as part of the Employee Engagement & Development Initiative within the Division of Human Resources. These activities are designed to support the growth and development of employees, as well as increase employee satisfaction and retention within the organization. Activities include formal and informal learning opportunities (i.e. trainings, workshops, learning lunches, staff retreats, and financial management seminars) and team-building and networking opportunities (e.g. learning lunches, breakfast events with senior leadership, social gatherings, blood drives, etc.). These activities are publicized through media including monthly PD and engagement news blasts, monthly divisional newsletters, and an employee intranet site (the DHR portal).

Beginning in Fall 2014, DHR would like to begin advertising internal and external volunteer opportunities in which NYCDOE employees would be able to engage after work hours or on weekends. Many employees have expressed an interest in giving back to our schools, youth, and local communities. Currently, there are other divisions within the organization that identify and promote volunteer opportunities to their respective employees. DHR would like to create a system to centralize the available opportunities, including locations and responsibilities, helping to connect all NYCDOE employees with upcoming volunteer opportunities in the organization and in the NYC area.

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The Intern will be supervised, trained in and assist with reviewing the existing systems and tools used to execute these duties, researching best practices in workplace volunteer programs, and providing recommendations to the Office of Organizational Services on the pros, cons, best practices, and challenges of creating and implementing workplace volunteer programs. This may include developing new and/or repackaging existing communications protocols, defining volunteerism guidelines, and drafting marketing materials.

Specific work streams can be shaped to meet the Intern's skills and interests.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

Organizational Services' ideal intern is interested in communications, marketing, research, volunteerism, organizational development, organizational strategy, human relations, graphic arts, web design, or a related field. S/he is inquisitive, thoughtful, organized, self-directed and can work both independently and collaboratively to complete projects on time. The Intern should be a strong communicator and problem solver.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):