

NYC Department of Education 2016 Summer Internship Program Project Form

INTERNSHIP TITLE:

Organizational Development Intern

DIVISION/OFFICE:

Division of Human Resources/ Office of Organizational Services

ADDRESS:

65 Court Street, Room 505, Brooklyn, NY 11201

OFFICE DESCRIPTION:

The Office of Organizational Services (OOS) supports offices and departments across the New York City Department of Education (NYCDOE) in addressing all human capital service related issues for non-school based personnel. OOS is responsible for identifying, developing, and communicating professional development, leadership development, and employee engagement opportunities to over 5000 central employees as a part of the newly launched Employee Engagement & Development Initiative for central employees within the NYCDOE.

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 NYCDOE. These activities are designed to support the growth and development of employees, as well as increase employee satisfaction and retention within the organization.

INTERNSHIP RESPONSIBILITIES:

The intern will assist with reviewing and customizing e-learning courses, supporting the enhancements of knowledge management systems, cultivating a resource library, and helping creating a summer employee engagement series for central employees.

The Organizational Development intern will be trained to assist with various communications and engagement related assignments as follows:

- Develop internal communications, content for employee newsletters, and promotional materials
- Research and organize online resources and tools for employee resources around best practices in organizational development, employee feedback, leadership development, engagement, and management and team-building principles.
- Customize e-learning content and registration/completion materials
- Maintain inventory of communications collateral including brochures, newsletters, and promotional items



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- Participate in drafting and formatting documents, presentations and other communications materials
- Work with ODU team to assist with the creation of PR and social media programs
- Assist with event planning, meeting and presentation arrangements
- Learn how to manually update website content (CMS platform)
- Assist with special projects as assigned

Activities can be shaped to meet the intern's skills and interests.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

- College junior, senior, or graduate student, preferably in a related field (e.g., organizational behavior/development, human resources, graphic arts, business, English, marketing/communications, or public relations or a related field)
- Computer proficiency, specifically a working knowledge of Microsoft Word, PowerPoint, and Excel
- Experience with Adobe Creative Cloud or other creative design applications is a plus.
- Familiarity with MailChimp or other email marketing service providers is a plus
- Excellent organizational skills with a focus on details
- Strong oral and written communication skills
- Excellent grammar, spelling, punctuation, and proofreading abilities
- Inquisitive, thoughtful, self-directed, a problem solver and can function both independently and collaboratively.
- Ability to take initiative and handle multiple tasks simultaneously

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):

Director - Organizational Development, will serve as the intern's primary supervisor. Intern will work closely with Project Manager- Organizational Development

The Organizational Development Intern will gain an overview of key human capital management initiatives including:

- Onboarding
- Professional development
- Culture development
- Employee feedback practices
- Employee engagement
- Program evaluation



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The intern will strengthen their use of Microsoft Office and develop skills in research, planning, operations, communications and time management. She/he will learn how to effectively manage different workflows and learn the value of collaboration and relationship-building to accomplish immediate objectives.