NOTE: This is NOT an internship through CISDD. *See below for instructions on how to apply. Do NOT respond to this e-mail.*

Department: Strategic Operations
Job Summary: The intern will be a member of the NYCEDC Strategic Operations team, which is responsible for streamlining EDC business processes; better aligning IT to business goals; improving information and data quality; fostering improved communications between departments; and preserving institutional knowledge.

The intern will participate in specific process and technology projects that make up the Strategic Operations roadmap. Responsibilities include oversight of project implementations, providing business and technical analysis and support for specific projects, and helping to develop a Project Management Office.
Key Responsibilities:
Coordinate work of cross-departmental or cross-agency teams to execute strategic initiatives and ensure project objectives are achieved and timelines are met
Assist business units in developing business cases for the project approval process
Work with business units to identify business needs
Document business requirements, processes, and workflows
Develop functional specifications
Work with the MIS department to identify appropriate technical solutions, ensuring that these solutions are within the framework of our technical architecture
Assist in the creation of standard processes and procedures for project management and reporting
Keep apprised of developments in the technology industry
Create and deliver PowerPoint presentations that effectively communicate project findings and recommendations to senior management
Support ongoing relationship building among EDC departments
Qualifications:
Undergraduate degree required; advanced degree in progress or completed preferred
Strong written and verbal communication and presentation skills
Business analysis experience for technology-based projects
Strong analytical and problem-solving skills
Ability to translate business requirements into technical solutions
Experience with technical evaluations
Hands-on experience with Microsoft technologies preferred (.net, SharePoint)
Project management experience, preferably on IT-related projects; ability to organize a problem and manage projects against tight timelines
Proactive and collaborative working style
Enterprising and resourceful, organized and results-oriented
Ability to prioritize among competing needs and opportunities and manage multiple projects at the same time
Time Commitment:
Minimum 3 days per week
About NYCEDC:
New York City Economic Development Corporation (NYCEDC) is a non-profit organization that functions as a city agency, reporting to the Deputy Mayor for Economic Development and Rebuilding. The NYCEDC is charged with encouraging economic growth in New York City through a variety of means, including facilitating real estate development, improving infrastructure, attracting and retaining businesses, and conducting economic research and analysis. Additional information on NYCEDC can be found by visiting http://www.nycedc.com/. The New York City Economic Development Corporation is an Equal Opportunity Employer.

To Apply:
go online to
http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=NYCEDC&cws=1&rid=128