

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NEW YORK CITY DEPARTMENT FOR THE AGING

DIVISION

Planning

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AGENCY DESCRIPTION (Max characters 3000)

The mission of the Department for the Aging (DFTA) is "to work for the empowerment, independence, dignity and quality of life of New York City's diverse older adults and for the support of their families through advocacy, education and the coordination and delivery of services."

As an agency of City government and an Area Agency on Aging under the federal Administration on Aging, DFTA receives federal, state and city funds to provide essential services for seniors. It channels these monies to community-based organizations that contract with the Department to provide needed programs locally throughout the five boroughs. Hot meals and activities at senior centers, home-delivered meals, case management, home care, transportation and legal services are among the services these programs provide. DFTA manages the contracts with these programs and ensures service quality.

DFTA also provides services directly through its Senior Employment Services Unit, Elderly Crime Victims Resource Center, Alzheimer's and Caregiver Resource Center, Foster Grandparent Program, Grandparent Resource Center, Health Insurance Information Counseling and Assistance Program, and Health Promotion Unit.

The Department's community presentations and other public outreach activities educate New Yorkers on aging issues and on City services and resources for seniors and their families. Through testimony at public hearings and legislative advocacy, DFTA serves as a major voice for the concerns of New York's seniors.

Currently DFTA is the lead agency for implementation of the 59 strategies for improving the City's livability for older persons that comprise [Age Friendly NYC](#), an initiative launched by Mayor Bloomberg, the City Council and the New York Academy of Medicine in August 2009. This blueprint to transform NYC builds on the World Health Organization's *Global Age-Friendly Cities* initiative and links New York to sister cities throughout the world working to promote the well-being of their growing older populations. The Department is proud to be in the forefront of this effort.

UNIT DESCRIPTION (Max characters 1000)

The New York City Department for the Aging (DFTA) administers and promotes the development and provision of accessible services for older persons and serves as an advocate on legislative and policy issues. DFTA's Planning and Policy Analysis Unit (PPAU) plays a key role in support of DFTA's modernization efforts and is the unit responsible for producing a wide range of data reports and special analyses that enable the Department for the Aging, its providers and its oversight agencies to track progress in delivering services to older New Yorkers. PPAU seeks to link knowledge and action in ways that improve the quality of public and private development decisions affecting New York City's older adults. Broadly, the daily work of the PPAU staff is organized in five areas: Data Management and

Analysis, Governmental Requirements, Policy Analysis and Coordination, Project Implementation and Management, and Special Projects.

POSITION TITLE (Max characters 100)

Summer College Intern (Undergraduate)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Planning and Policy Analysis Unit seeks a motivated, organized and detail-oriented individual with good quantitative skills to serve as the Planning Intern (PI). The PI will work closely with the Unit's Director and Policy Analysts to help enter and analyze data, collected internally and externally, in order to assure the efficient and timely production and delivery of reports to the agency's senior management and to City Hall. The PI will benefit from hands-on experience with data collection, analysis, and presentation, as well as the opportunity to enhance research skills and gain an overall perspective on the day-to-day functions of New York City government. The goal is for the PI to have worked with the Planning team to determine specific enhancements needed in one or more reports and implement changes to achieve those enhancements so that the reports will provide the full range of needed data to manage DFTA programs. Duties include but are not limited to working with PPAU to:

- develop a system for identifying, managing, tracking, and reporting outcomes;
- interpret data and prepare results for presentation to management; preparing reports (Executive Management Report, updates to the agency's District Resource Statement, etc.); entering and reviewing data;
- develop ways of improving data quality.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Candidate must have high proficiency with Microsoft Office, including intermediate or advanced knowledge of Excel (formulas, pivot tables, etc). Candidate should also be responsible, flexible, and hardworking with excellent analytical skill, written, oral and interpersonal skills.

APPLICATION PROCESS (Max characters 700)

All applicants may apply by going to www.nyc.gov/careers/search and search for Job ID#236995

Please be sure to submit a resume and cover letter when applying indicating Planning Division Internship.

Please do not email, mail or fax your resume to DFTA directly.

SALARY RANGE

\$12.00 Hourly

- Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)