



## **Commission on Gender Equity**

**Position Title:** Policy and Program Analyst Intern

**Intern Job ID:** 2009

**Education Level:** Graduate Students

The Commission on Gender Equity is seeking a graduate intern to fill the position of Policy and Program Analyst for Safety. The graduate intern will help CGE meet the goals of its Safety focus area as presented in the CGE 2018 – 2021 Strategic Plan.

### **About the Office:**

The Commission on Gender Equity (CGE) is leading the City's efforts to ensure that every girl, woman, and transgender and gender non-binary New Yorker is treated equally and feels safe. We are putting the full force of municipal government—the City's largest employer—to work on behalf of this cause. CGE works collaboratively with City agencies in three focus areas: economic mobility and opportunity, health and reproductive justice, and safety.

### **About the Role:**

**The Policy and Program Analyst graduate intern for Safety** reports to the Senior Director for Policy and Programs. The graduate intern will assist in conducting policy and legislative research, drafting reports and fact sheets, developing and implementing programs, and staffing the CGE Commissioner Workgroup focused on Safety. The ideal candidate will have experience in policy research and data analysis, gender studies, project management, and subject matter knowledge relevant to the Safety portion of CGE's Strategic Plan.

Responsibilities include but are not limited to:

- Conducting policy and advocacy research (sometimes with a rapid turnaround) on issues that impact the safety of girls, women, and transgender and gender non-conforming New Yorkers in private and public spaces.
- Assisting in developing a legislative tracker for the Safety focus area to track future and existing city, state, and federal legislation as well as advocacy publications. This work will support the drafting of memos and public testimony, as necessary.
- Assisting in developing reports and fact sheets for the Safety portfolio, as required.
- Staffing the CGE Safety Workgroup which will meet periodically throughout the year; preparing minutes and action plans for workgroup meetings to ensure follow-through.

- Assist with staffing other CGE events as necessary; preparing minutes and action plans for these events as requested.

**Qualifications:**

The ideal candidate will have:

- A baccalaureate degree from an accredited college and currently enrolled in a Master's program in Public Policy, Public Administration, Public Management, Social Work or other Social Sciences.
- Some background subject matter expertise and/or work or volunteer experience in areas relevant to the Safety portion of CGE's Strategic Plan.
- A background in gender equity and project management.
- Ability to think creatively and embrace new approaches.
- Ability to synthesize and distill complex material into actionable recommendations.
- Ability to work across racial, ethnic, gender and sexual diversity.
- Strong organizational skills, including attention to detail.
- Energetic and resourceful, organized and results-oriented; a self-starter and team player.

**Salary:**

Graduate Students: \$17 per hour

**To Apply:**

Click on [Internship Candidate Application](#) and submit an application, resume, cover letter and essay.

**New York City Residency Is Required Within 90 Days Of Appointment**  
**The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers**