



## **Commission on Gender Equity**

**Position Title:** Special Project Graduate Intern

**Intern Job ID:** 2010

**Education Level:** Graduate Students

The Commission on Gender Equity is seeking a graduate student to fill the position Special Project Graduate Intern. The intern will work across all three CGE focus areas: Economic Mobility and Opportunity, Health and Reproductive Justice, and Safety to help CGE meet the goals 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 its three focus areas.

### **About the Role:**

**The Special Projects Graduate Intern** reports to the Special Assistant to the Executive Director and works on projects in partnership the Executive Director. The intern will assist in conducting policy research on gender equity locally, nationally, and globally, preparing reports, developing and implementing programs, project management, and grant writing and fundraising research. The ideal candidate will have experience in policy research and data analysis, gender studies, and project management.

Responsibilities include but are not limited to:

- Assist in the formalizing of the NYC Gender Equity Inter-Agency Partnership comprised of senior-level agency representatives from City agencies, which helps CGE develop an integrated and sustainable approach to achieving gender equity in NYC.
- Assist in coordinating, implementing, and documenting CGE convening's and events.
- Conduct and complete research on the history of gender-focused commissions in NYC.
- Assist with CGE Team Project Management.
- Compile materials and research for CGE report(s).
- Manage inventory.
- Draft fundraising proposals and conduct research on potential funders.

**Qualifications:**

The ideal candidate will have:

- Will be currently enrolled in master's degree from an accredited college.
- 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**