



## **Mayor's Office of Operations**

**Position Title:** Data Research Intern

**Intern Job ID:** 3077

**Education Level:** Undergraduate, Graduate

The Mayor's Office of Data Analytics seeks a Data Research Intern to provide qualitative research, policy analysis, project management, and communications support to the Data Operations Manager.

### **About the Office**

The mission of the Mayor's Office of Data Analytics (MODA) is to help City agencies apply strategic analytical thinking to data in order to deliver services more equitably, effectively, and transparently. MODA's work with agencies touches on a wide variety of areas including: public safety, education, emergency management, transportation, physical infrastructure, and economic development. Depending on the engagement, MODA may serve as analysts, strategic advisors, technical resources, or project managers.

In addition to MODA's role as New York City's analytics center for excellence, MODA is responsible for implementing the New York City Open Data Law, the most ambitious and comprehensive open data legislation in the country. MODA partners with the Department of Information Technology and Telecommunications (DoITT) to manage the City's Open Data program, which has over 2,500 publicly available datasets and 30,000 weekly users, and achieve Open Data for All, Mayor de Blasio's vision to maximize New Yorkers' engagement with City data.

### **About the Role**

The MODA Data Research intern will provide research and planning support to a variety of strategy and policy initiatives at MODA for the NYC data and tech ecosystem. In addition to supporting in-progress programs and initiatives, the role will also assist the MODA team by responding to ad hoc research requests, quickly but rigorously.

Responsibilities include:

- Researching data policy and interviewing City agency stakeholders for MODA reports
- Working collaboratively with MODA personnel to ensure that deliverables are visually appealing and easily understandable to non-technical clients
- Coordinating logistics for quarterly community meetings
- Basic descriptive analysis of survey results
- Coordinating with City agency stakeholders to gather use cases and feedback

- Compiling inventories and data dictionaries
- Drafting and publishing content to the website

**Qualifications:**

- Excellent writing and presentation skills
- Excellent organizational skills and fine attention to detail
- Experience in policy research
- Experience collecting and managing qualitative data
- Curiosity about policy and operations of local government
- Enthusiasm about government transparency
- Familiarity with applications of civic data and technology
- College Student candidates must be an enrolled and registered student accumulating credits.
- Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

**Salary:**

Undergraduate College Students:                      \$15.75 per hour

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**