



## Commission on Gender Equity

**Position Title:** Program Manager Graduate Intern  
**Job ID Number:** 46006  
**Education Level:** Graduate

The [Commission on Gender Equity](#) is leading the City's efforts to ensure that every girl, woman, intersex, and transgender, gender non-conforming, and gender non-binary New Yorker is treated fairly, feels safe, and has opportunity to thrive economically. We are putting the full force of municipal government—the City's largest employer—to work on behalf of this cause.

The Commission on Gender Equity (CGE) seeks candidates to fill its **Program Manager Graduate Intern for its Strategic Learning and Capacity Building Department** position. The **Program Manager Graduate Intern** will work with city agencies to build their capacities to develop and implement gender equitable policies and programs.

### **About the Role:**

The **Program Manager Graduate Intern** reports to the **Deputy Executive Director for Strategic Learning and Capacity Building** and will help develop and implement strategies and approaches that advance gender equity across NYC agencies and across sectors.

### **Responsibilities include but are not limited to:**

- Assisting with staffing the citywide **Gender Equity Interagency Partnership** to support the development, implementation, and sharing of the best practices to advance gender equity across city agencies.
- Assisting with administering the city's first gender equity landscape study; providing technical support to agency survey respondents; conducting analysis of survey responses; and preparing reports based on analyses.
- Assisting with curating content for the first gender equity citywide intranet.
- Assisting with staffing CGE's Commissioner Workgroup for Strategic Learning and Capacity Building and preparing meeting notes and action plans to ensure follow-through.
- Conducting research and publishing reports on the City's progress to gender equity; creating case studies on gender equity initiative developed and implemented within city agencies.
- Conducting research to develop accountability measures to document progress towards the development and implementation of sustainable gender-equitable policy and practices with an intersectional gender lens.
- Conducting research to inform the Executive Director's testimony before NY City Council as well as remarks and presentations.

