

# 2025 NYC SUMMER INTERNSHIP PROGRAM

## PARKS & RECREATION-016

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### AGENCY DESCRIPTION

The New York City Department of Parks & Recreation manages 14 percent of the land in New York City with facilities ranging from playgrounds and large parks, to tranquil wooded areas and more than 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as an important tool in mitigating the effects of climate change, critical engines for economic growth and development.

NYC Parks' mission is to grow, maintain, and program a world-class park system prioritizing equity, access, safety, and nature.

Highlights of Parks' work over the last year include:

- Launching the Vital Parks for All plan, an initial investment of over \$3.2 billion across ten strategic initiatives to expand greenspace access, promote public safety, and engage New Yorkers in the stewardship of their local parks. Vital Parks for All delivers a plan to restore aging park facilities, bring new park resources where they are needed most, and empower New Yorkers with the data they need to advocate for their public greenspaces. This included the creation of the Vital Parks Explorer, a digital map that provides New Yorkers with data on park conditions to help them advocate for strategic investments and show how their parks compare to other communities across NYC.

- Joining Mayor Adams to launch “Let’s Swim NYC,” a more than \$1 billion capital investment in building, improving, and protecting New York City’s public pools over the course of five years. This funding marks the city’s highest investment in swimming infrastructure since the 1970s and includes two brand-new pools.

- Keeping New Yorkers healthy in the face of extreme heat by planting nearly 18,000 new trees, our highest tree planting total in the past six fiscal years — with a special focus on neighborhoods impacted by high heat vulnerability.

- Deploying additional “second shift” maintenance services to approximately 100 hot spots throughout the five boroughs, giving extra cleaning attention to the sites that most needed it. We also unveiled special trash receptacles designed specifically for pizza boxes, giving New Yorkers a place to dispose of their bulky boxes while limiting the food available to rodents.

- Helping visitors enjoy our greenspaces more comfortably by installing new baby changing tables in over 1,200 restrooms citywide, while also launching an ambitious initiative to build 46 new restrooms and renovate 36 existing restrooms throughout the five boroughs.

The work of our staff goes far beyond the maintenance of New York City’s nearly 30,000 acres and more than 2.5 million trees. Parks is the City’s leading programmer of cultural, athletic, and social activities, including nature walks, volunteer programs, sports clinics, historic house tours, and much more. In addition, Parks produces special events, concerts and movie premieres, and manages agreements with more than 300 businesses that operate on public parkland.

### UNIT DESCRIPTION

The New York City Parks Department of Information Technology & Telecommunications (ITT) provides an effective delivery of IT services, infrastructure, security and telecommunications to enhance services for parks citywide employees and beyond. As a technology provider we are responsible for maintaining the core IT infrastructure and systems that affect all areas of parks operations—from public safety to human services, and educational opportunities.

### POSITION TITLE

Cyber Security Support Intern

### INTERNSHIP RESPONSIBILITIES

- Assist the Chief Information Security Officer with tracking program progress across several critical Cyber Security initiatives including:

- Third Party Vendor Assessment,
- Cyber Security Training & Awareness,
- Vulnerability Management.

- Assist with developing custom Excel reports to measure the success of each Cyber Security initiative. This will include providing telemetry to support and manage KRI/KPI’s

- Observe network traffic across servers / cloud performance analytics and other areas. Identify anomalous activity and potential threats. Use observable data to build and report on trends.
- Work closely with application development staff to build queries and reports for our Information Security Training & Awareness initiative. These reports will help ensure Parks staff meet mandatory Cyber Security Training requirements
- Learn internal NYC Parks tools to create problem tracking and ticketing issues
- Assist with crafting emails to end-users and Parks IT staff
- Assist the CISO by preparing daily reports to help shape the vulnerabilities management initiative and lower technical debt across Parks.
- Develop and help shape metrics used to report on our Third-Party Vendor initiative
- Perform administrative tasks including maintaining logs, creating reports, creating email templates, setting appointments, and drafting user tutorials
- Assist in the development of user guides and how-to manuals

## **QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST**

- General understanding of Cyber Security functions.
- Excellent organizational skills.
- Excellent written, verbal, and problem-solving skills.
- Excellent interpersonal skills.
- Demonstrable MS Office skills including:
  - Strong knowledge of using MS Excel. Focus expertise on the development of pivot tables, macros, complex sorting and searching techniques with the ability to import comma delimited flat files.
- The ability to rapidly learn tools and technologies is needed to effectively support the Chief and Security staff at Parks.

## **APPLICATION PROCESS**

Please email cover letter and resume to [Leslie.Nusblatt@parks.nyc.gov](mailto:Leslie.Nusblatt@parks.nyc.gov)