



Office of ThriveNYC

Position Title: Performance Management Intern

Job Number: 3088

Education Level: Graduate

The Office of ThriveNYC is seeking a graduate intern to assist with the monitor and tracking of ThriveNYC's programmatic work with City agencies.

About the Office

The overarching aim of the Office of ThriveNYC is to ensure that every New Yorker who needs mental health support has access to it, where and when they need it. The Office addresses needs that have gone unmet by traditional services and we pilot innovative strategies. This includes new services for historically underserved special populations, expanding the range of mental health support available to New Yorkers, and enhancing mental health equity across the city. The Office works with City agencies and strategic partners to achieve effective citywide implementation of strategies, maximize their effectiveness and ensure sustainability.

About the Role

The Office of ThriveNYC is seeking a Performance Management Intern to support the Office's programmatic work in City agencies related to mental health, focused on youth, criminal justice, workforce development, social services, and health. The intern will report to the Director, Performance Management.

This is a great opportunity for an intern to learn about data collection, aggregation, analysis, visualization, and reporting of mental health services across government agencies.

The Performance Management Intern's responsibilities include, but are not limited to:

- Data management, data analysis, data cleaning, data entry, etc.
- Data visualizations and communications materials, such as graphs, charts, and maps
- Program monitoring
- Other duties as assigned

Qualifications:

- In pursuit of a Master's or doctoral degree and 2+ years of professional experience required; public policy, public health, political science or a related discipline preferred
- Graduate Student candidates must be an enrolled and registered student accumulating credits. Matriculation at an accredited graduate school. Employment is conditioned upon continuance as a student in graduate school.

- Proficiency in Microsoft Word and Excel required

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