

# ORGANIZATIONAL DEVELOPMENT INTERN

## Firm Overview

gothamCulture is a client-focused organizational development firm that has built a reputation worldwide for developing and cultivating long-term partnerships with organizations providing culture, leadership and strategy solutions. We utilize a unique set of skills and talents in concert with our client's expertise in order to help organizations transform the way they 'do business' to best serve their employees, customers, and shareholders. By combining proven organizational theory with cutting edge assessment techniques, programs, and strategies, gothamCulture helps organizations prepare for the evolving challenges they face as they navigate change.

## Core Values

### Unwavering Integrity

We are honest with each other, our clients, and about our own competence. We do what's right, even when no one is looking.

### Committed to the Core

We feel a deep responsibility to each other and to our clients. We act with empathy and with the best interest of others in mind.

### Maniacal Pursuit of Excellence

We have an obligation to ourselves, our clients, and other stakeholders to never settle for anything less than excellence. It's the standard to which we hold ourselves and what others deserve from us.

### Relatable Expertise

We remain humbly confident in our own capabilities and expertise. We pride ourselves in our ability to relate to our clients in an approachable, transparent manner.

### Authentic Community

We connect with each other in authentic ways because we know that together we can do more than any of us could alone. Each of us plays a unique part in fostering a community of involvement and inclusion.

## Position Overview

gothamCulture seeks motivated and results-oriented graduate students who are interested in being part of a rapidly growing organizational development consulting firm. Interns will assist Associates with data collection, analysis, presentation development, report writing, facilitation needs, and more. Interns will also assist our Support Team

with strategic initiatives and coordination tasks. They will additionally be trained in how to provide excellent client focus.

**Successful interns competencies:**

- Organization/Planning
  - Demonstrates strong organizational skills
  - Ability to handle many disparate tasks simultaneously
  - Ability in effectively prioritizing to ensure all deadlines are met
- Communications
  - Ability to communicate in a clear, concise, and understandable manner - both verbally and in writing - to internal and external stakeholders
- Teamwork
  - Ability in demonstrating strong interpersonal skills
  - Skill in working toward team success
  - Ability in removing barriers to cooperation and teamwork across organizations and client networks
  - Ability to effectively partner across geographic locations and time zones
- Client Focus
  - After training, ability to support clients by anticipating, understanding, and excelling at meeting their needs
  - Ability to spend time understanding client requirements and expectations
  - Skill in building and maintaining strong relationships with clients through consistent, courteous, and professional interactions
- Analytical
  - Ability to think through tasks and issues methodically, identifying root causes, developing, and presenting sound and workable solutions
  - Skill in paying attention to detail and achieving consistent accuracy
  - Ability to continuously seek a deeper knowledge of business processes and systems to better resolve issues as they arise
  - Skill in Microsoft Office Suite and Google Apps Suite
- Leadership
  - Ability to build leadership and organizational capability by seeing the big picture, and seeking optimal solutions to problems both across the firm and with clients
  - Skill in taking initiative and responsibility to improve work processes, documenting those processes, and communicating those processes to the work group
  - Ability in going the “extra mile” to learn and understand job functions as well as overall business to achieve a high level of output and client satisfaction

### Minimum Qualifications

- Bachelor's degree required
- Enrolled in or graduated from an accredited College/University graduate program in I/O Psychology, Organizational Psychology, Organizational Development or related field of study
- Able to provide at least one letter of recommendation
- Regular attendance and punctuality
- Legally authorized to work in the United States

### Computer Skills

- Microsoft Office Suite; Google Apps Suite

### Optimal Background

- Research and prior organizational development experience

### Time Commitment

- Interns at gothamCulture typically work 20 hours per week and this will be finalized between the intern and gothamCulture based on the candidate's experience and availability
- Internship position last a minimum of six (6) months and may be extended if both parties agree

### Location

- New York, NY
- While the majority of work can be done from the New York office, some light travel might be required from time to time

### Compensation

Interns are paid at a rate of \$20 per hour and are classified as part-time employees.

### Contact Information

Please send résumé to: [info@gothamculture.com](mailto:info@gothamculture.com) with "Intern Application – FirstName LastName" in the subject line.