

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

FDNY

## DIVISION

Government Affairs

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ADDRESS2

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## AGENCY DESCRIPTION (Max characters 3000)

As first responders to fires, public safety and medical emergencies, disasters, and terrorist acts, the FDNY protects the lives and property of New York City residents and visitors. The Department advances public safety through its fire prevention, investigation and education programs. The timely delivery of these services enables the FDNY to make significant contributions to the safety of New York City and homeland security efforts.

## UNIT DESCRIPTION (Max characters 1000 )

Government Affairs is responsible for all agency interaction and relationships with the Mayor's Office, other City agencies, and elected officials at the federal, state and local levels. Within Government Affairs is the Family Assistance Unit (FAU) which provides assistance and referrals to the families of deceased Fire and EMS members, and critically injured or ill members. The Community Affairs Unit is the FDNY's link to the City's Community Boards.

## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Intern will be responsible for addressing constituent service requests from elected officials and City Hall with staff in multiple offices of the FDNY. Intern will manage the inter-agency contact database and facilitate communication between the FDNY, external agencies, and elected officials. They will be responsible for sending out invitations to FDNY events and managing RSVPs. They will engage in written and analytical research that will support FDNY and EMS operations and diversity initiatives. This position will provide operational support on the #GetAlarmedNYC initiative-- the largest smoke/carbon monoxide alarm distribution program in the country-- including coordinating events with elected officials' offices, coordinating staff and volunteers, and marketing.

## QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )

Excellent writing and oral communication skills  
Organization and flexibility will be required to balance the varied workload  
Excellent analytical and problem-solving skills, including persistence and focus  
Knowledge of operations, policies, and practices of governmental agencies  
Customer service skills

**APPLICATION PROCESS (Max characters 700 )**

All applicants must visit the NYC Careers website at [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#236721. **Internship position FDNY-004 must also be indicated on the cover letter and resume.**

**SALARY RANGE**

Summer Undergraduate College Intern - \$284.50-\$433.50

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Undergraduate interns must be currently enrolled in an accredited college or university.

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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