

2018 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FDNY

DIVISION

Office of Public Information - Press Office

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ADDRESS2 Brooklyn, NY 11201

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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)

The Office of Public Information (OPI) is responsible for both external and internal communications for the Department. The Press Office is staffed 24 hours a day, 7 days a week, handling requests from the media concerning the Department and its employees, operations, sponsored events, etc. OPI also develops internal communications and materials disseminated job-wide.

POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern will assist with media inquiries, attend FDNY events, work with the Office of Special Events to prepare for ceremonies, assist with office work and answering telephone inquiries, assist the social media team and research media inquiries.

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

Ideal candidate is motivated, responsible, proficient with computers and typing, and possesses knowledge of social media.

APPLICATION PROCESS (Max characters 700)

All applicants must visit the NYC Careers website at www.nyc.gov/careers and search for Job ID#341956. Internship position FDNY-014 must also be indicated on the cover letter and resume.

SALARY RANGE

Summer College Intern - \$13.00-\$15.50/hour

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
