



Internship Opportunity

The New York City Mayor's Office to Combat Domestic Violence accepts applications for interns on an ongoing basis.

Position: Intern, Communications and Special Projects

Location: 100 Gold Street, New York, NY

Time period: Fall (Sept. – Dec.), Spring (Jan. – May), and Summer (June – Aug.)

Compensation: Unpaid

Schedule: Flexible schedule, 10-15 hours/week during business hours

Description of the Office:

The Mayor's Office to Combat Domestic Violence (OCDV) formulates policies and programs; monitors the citywide delivery of domestic violence services; and works with diverse communities to increase awareness of domestic violence. OCDV works closely with community leaders, health care providers, City agencies and representatives from the criminal justice system and to create solutions that are critical to preventing domestic violence in New York City.

Intern responsibilities include:

- Make a 10-15 hour/week commitment during business hours (10am-6pm);
- Maintain media and communications files (including video, audio, and print materials)
- Monitor domestic violence news
- Assist in the distribution of media and communications materials
- Help edit or create out-facing materials/publications (including press releases and Web copy)
- Assist with planning special events including press conferences;
- Help strategize social media and other Web activities;
- Support other projects as assigned by supervisors (including making phone calls, entering and analyzing data, updating mailing lists);
- Other tasks as assigned.
- Report directly to the Director of Communications & Outreach, and the Development & Programs Coordinator.

Background and/or interest in domestic violence is not required. Strong candidates will have experience and/or interest in communications, media, and programs.

Qualifications:

- Advanced undergraduate or Masters level student;
- Superior writing skills;
- Strong Microsoft Office knowledge, including Excel;
- Familiarity or interest in database management;
- Experience and/or interest in media, communications and/or project management;
- Familiarity with social media;
- Familiarity with Adobe Creative Design Suite or similar tools a plus;
- Self-directed and highly organized; and
- Flexible and eager to take on a variety of assignments.

To apply:

Complete a Mayor's Office Internship Application at www.nyc.gov/intern.

On the last screen, you will be asked questions about how you found out about the internship. Indicate that you are applying to a specific posting for the Office to Combat Domestic Violence.