

Internship Opportunity

The New York City Mayor's Office to Combat Domestic Violence is accepting intern applications on a rolling basis.

Position:	Outreach Intern
Location:	New York City Mayor's Office to Combat Domestic Violence
Last date to apply:	Applications will be considered on an ongoing basis throughout the year
Compensation:	Unpaid
Schedule:	Flexible schedule, at least 10 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.

Through community events, citywide programming, targeted initiatives, and multilingual campaigns, OCDV raises awareness about the dynamics of domestic violence and provides information and resources for getting help. OCDV coordinates year-round outreach activities in collaboration with local businesses, City and law enforcement agencies, community based organizations, service providers, schools, medical facilities and other key stakeholders.

Intern responsibilities include:

- Flexible schedule, at least 10 hours/week during business hours;
- Work on community based outreach activities including: 1) assisting in the distribution of public education materials, 2) participating in presentations that create awareness of domestic violence services that are available, and 3) participating in community sponsored events – i.e., fairs, parades, community meetings and other community activities;
- Data entry, management and analysis using Excel;
- Attend meetings with OCDV program staff; and
- Other tasks as assigned.

Qualifications:

- Undergraduate student;
- Superior writing skills and computer skills;
- Ability to work well in a team environment;
- Strong interest in outreach, public speaking and/or community organizing;
- Interest in the topic of domestic violence; and
- Self-directed and highly organized.

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 find out about the internship. Indicate that you are applying to a specific posting for the Office to Combat Domestic Violence.