

Grants Intern

Division/Unit: Administration	Supervisor: Stacy Rosenfeld/Mariel Diaz
Number of Interns Needed: 2	Preferred Education Level: College Undergrad or Graduate
Background on Project: The Administration Unit manages a \$70 million grant portfolio from the federal government. As part of the management of these funds, we are seeking interns to assist in the creation of grant management documents to establish processes and compile grant compliance protocols. In addition, we would like to develop a grant portfolio of all our grant-funded programs.	
Description of Project/Intern Responsibilities: Interns will work in conjunction with the Grants/Budget Analyst and the Director of Grants and Finance to develop: <ol style="list-style-type: none">1. Financial management guide, protocols and forms for internal processes2. Portfolio of grant programs	
Requirements/Special Skills Needed: <ul style="list-style-type: none">o Strong writing and verbal communication skillso Strong level of professionalismo Excellent PowerPoint skillso Interest in homeland Security/emergency management and federal grant programso Internship is for 15-20 hours per week during summer 2011	
This is an <u>unpaid</u> internship.	
Background check is required for all interns.	
Interested Applicants: E-mail resume, cover letter <u>and writing sample</u> to: jobs@oem.nyc.gov Or mail to: HR Coordinator NYC Office of Emergency Management (OEM) 165 Cadman Plaza East Brooklyn, NY 11201	
<i>Please indicate which position you are applying to.</i>	