

# Grants Intern

<b>Division/Unit:</b> Administration	<b>Supervisor:</b> Stacy Rosenfeld/Branch Strickland
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> College Undergraduate or Graduate
<b>Background on Project:</b> 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 are applying for FEMA reimbursement for Hurricane Sandy related expenses.	
<b>Description of Project/Intern Responsibilities:</b> Interns will work in conjunction with the grants/budget analysts and the director of grants and finance to: <ol style="list-style-type: none"><li>1. Develop financial management guide, protocols and forms for internal processes</li><li>2. Create a portfolio of grant programs</li><li>3. Assist in FEMA claiming for Hurricane Sandy expenses</li></ol>	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"><li>o Strong writing and verbal communication skills</li><li>o Strong level of professionalism</li><li>o Excellent PowerPoint skills</li><li>o Interest in homeland security/emergency management and federal grant programs</li><li>o Internship is for 15-20 hours per week during summer 2013</li></ul> <p>This is an <u>unpaid</u> internship. All final candidates are required to pass a background check. For additional info on NYC OEM, go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>.</p>	
<b>Interested Applicants:</b> E-mail resume, cover letter <u>and writing sample</u> to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a>  Or mail to: HR Coordinator NYC Office of Emergency Management (OEM) 165 Cadman Plaza East Brooklyn, NY 11201	