

Public Finance/Grants Intern

Division/Unit: Finance/Administration	Supervisor: Stacy Rosenfeld/Branch Strickland/Jessica Tregagle
Number of Positions: 1	Preferred Education Level: Undergraduate or Graduate Student
Background on Project: The Finance Unit at OEM manages a \$70+ million budget comprised of federal grant funding and city tax levy. As part of the management of these funds, OEM is seeking an intern to assist with the budgeting and grant reporting process.	
Description of Project/Intern Responsibilities: The Public Finance intern will assist with the following: <ul style="list-style-type: none">• Grant management including reporting and ensuring that all expenditures are grant eligible• Budgeting for agency units as well as tracking and monitoring expenditures to ensure that all reimbursable costs are identified and claimed• FEMA reimbursement for costs associated with Hurricane Sandy• Researching new grant and other funding opportunities• Ad hoc financial analysis• General administrative work <p>The intern may also have the opportunity to participate in trainings related to emergency management.</p>	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Strong written and verbal communication skills• Strong level of professionalism• Proficient in Excel• Interest in public finance, homeland security, emergency management and/or federal grant programs• Internship is for 15-20 hours per week during Summer 2014 <p>This is an unpaid summer internship. The 2014 OEM summer internship program is from June 2 – August 15, 2014. All interns are required to pass a background check.</p> <p>For information on NYC OEM, go to www.nyc.gov/oem. To view additional OEM internships, go to http://www.nyc.gov/html/oem/html/about/job.shtml</p>	
Interested Applicants: E-mail resume, cover letter <u>and writing sample</u> to: jobs@oem.nyc.gov	
Only those candidates under consideration will be contacted.	