

## Public Finance/Grants Intern

<b>Division/Unit:</b> Finance/Administration	<b>Supervisor:</b> Stacy Rosenfeld Branch Strickland Robert Bartlett
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Undergraduate or Graduate Student
<b>Background on Project:</b>  The Finance Unit at NYC Emergency Management manages a portfolio comprised of federal grant funding and city tax levy. As part of the management of these funds, NYC Emergency Management is seeking an intern to assist with the budgeting and grant reporting process.	
<b>Description of Project/Intern Responsibilities:</b> The Public Finance intern will assist with the following: <ul style="list-style-type: none"> <li>• Work with external partners to closeout a major Homeland Security grant</li> <li>• FEMA reimbursement for costs associated with Hurricane Sandy</li> <li>• Budgeting for agency units as well as tracking and monitoring expenditures to ensure that all reimbursable costs are identified and claimed</li> <li>• Grant management including reporting and ensuring that all expenditures are grant eligible</li> <li>• Ad hoc financial analysis</li> <li>• General administrative work</li> </ul> <p>The intern will also have the opportunity to participate in trainings related to emergency management.</p>	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"> <li>• Strong written and verbal communication skills</li> <li>• Strong level of professionalism</li> <li>• Proficiency in Excel preferred</li> <li>• Interest in public finance, homeland security, emergency management and/or federal grant programs</li> </ul> <p><b>The 2015 Summer Internship Program is June 8 – August 14, 2015.</b></p> <p>Please Note: This is an <i>unpaid</i> <b>Summer</b> semester internship. The intern is expected to work <b>15 - 20 hours per week</b>. Additionally, there is no reimbursement for travel or other expenses. All interns are required to pass a background check.</p> <p>For information on NYC Emergency Management go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>. To view additional internship opportunities, go to <a href="http://www.nyc.gov/html/oem/html/about/job.shtml">http://www.nyc.gov/html/oem/html/about/job.shtml</a></p>	
<b>Interested Applicants:</b> E-mail resume and cover letter: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a> <b>Only those candidates under consideration will be contacted.</b>	