

**Office of the Inspector General for the NYPD
Community Outreach Internship Program for Graduate Students and
Recent Graduates**

Summer 2015

Organization Description:

The Department of Investigation's Office of Inspector General for the New York City Police Department (OIG-NYPD) is authorized to "investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices," of the NYPD, with the goals of enhancing effectiveness of the police department, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence in the police force, thus building stronger police-community relations. OIG-NYPD is not part of the NYPD. For more information, visit www.nyc.gov/html/oignypd.

Position Description:

OIG-NYPD is seeking an outgoing, community-minded, social media savvy intern to work on a variety of targeted outreach efforts to engage stakeholders across all five boroughs. Under the direction of the Director of Community Outreach, the intern will assist with implementing specific strategies to engage a wide-ranging list of stakeholders that includes advocacy groups, city lawmakers, city agencies and New York City residents, among others. The Community Outreach intern will attend relevant community meetings, assist in maintaining relationships with collaborative community groups and in cultivating new ones, and create a database of community groups and stakeholders. The intern will assist with the creation and distribution of flyers and other outreach materials to stakeholders. When appropriate, the intern will serve as a representative of OIG-NYPD at community meetings and forums; assist with drafting communications to stakeholders; assist with the coordination of special events; and perform other tasks and responsibilities as assigned, all with the goal of advancing the mission of the OIG-NYPD.

The Director of Community Outreach works in close partnership with the Public Information Officer to ensure coordinated strategies and messaging consistent with the goals of the office. Similarly, the Community Outreach intern will be expected, when appropriate, to assist with the Office's social media communications and updates to the OIG-NYPD website.

This internship is designed for graduate students and recent graduates only. Current undergraduate students are not eligible. This internship is unpaid.

All candidates are required to successfully complete a criminal background check.

Required Qualifications:

- Currently pursuing a graduate degree in public policy, communications, public administration, journalism, social work, law, government, or related field.
- Excellent communications skills, including writing and presentation skills.
- Proficient in Microsoft Office programs.

Preferred Qualifications:

- Experience working or volunteering with community-based, non-profit organizations or advocacy groups throughout the five boroughs of New York City.
- Familiarity with New York City government and media.
- Familiarity with social networking sites.
- Demonstrated interest in law enforcement, criminal justice, and/or civil rights issues.
- Ability to listen to and interact sensitively with groups with a variety of backgrounds and diversity of viewpoints.
- Available to work evenings and ability to maintain a flexible schedule.

To Apply:

Please send a resume, cover letter and letter of recommendation via email or postal service to:

ATTN: Community Outreach Intern
Office of the Inspector General for the NYPD
NYC Department of Investigation
80 Maiden Lane
New York, NY 10038
OIGNYPDintern@oignypd.nyc.gov

Applicants participating in a formal internship, fellowship, or externship program through their graduate school should specify the duration of the program and the number of weekly hours they will be available and/or required to work, and include the necessary supervisory procedures for obtaining course credit from their schools.

Applications will be accepted through May 15, 2015, and will be reviewed on a rolling basis.