

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FIRE DEPARTMENT OF NEW YORK CITY

DIVISION

Bureau of Human Resources

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AGENCY DESCRIPTION (Max characters 3000)

The Fire Department of the City of New York (FDNY) is the largest Fire Department in the United States and universally is recognized as the world's busiest and most highly skilled emergency response agency. The Department's main goal is to provide fire protection, emergency medical care, and other critical public safety services to residents and visitors in the five boroughs. FDNY not only responds to more than a million emergencies every year, its personnel also strive to prevent them by continually educating the public in fire, life safety and disaster preparedness, along with enforcing public safety codes. Since its inception in 1865, FDNY has helped lead efforts to make New York the safest big city in the nation.

UNIT DESCRIPTION (Max characters 1000)

The Bureau of Human Resources Special Projects and Civilian Development Unit serves as the liaison on various personnel matters and Department personnel policies and practices. They also function as the central point for civilian professional development, advisement, training and Human Resources-related communications (e.g., The Employee Bulletin).

POSITION TITLE (Max characters 100)

01-Human Resource Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Assist with recruiting events including new hire orientation.
- Help create job postings and learn aspects of civil service.
- Provide support in various human resource tasks.
- Assist in developing trainings for the agency.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Enrolled in a undergraduate program in Human Resources: Industrial Psychology, Organizational Psychology, Human Resource Management, Labor Relations, or a related area.
Basic Computer Skills

APPLICATION PROCESS (Max characters 700)

All applicants must visit the NYC Careers website at www.nyc.gov/careers and search for Job ID#528419. **Internship position FDNY-001 must also be indicated on the cover letter and resume.**

SALARY RANGE

\$ 15 - \$ 17.50 Per Hour \$ 525 - \$ 612.50 Per Week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

On **Wednesday October 20, 2021**, Mayor Bill de Blasio announced a COVID-19 vaccination mandate for all City workers. As such, in order to move forward with a conditional offer of employment, you will be required to provide proof of at least one dose of an approved COVID-19 vaccine. If you have been vaccinated, you may submit your proof of vaccination to the HRCS.processing@fdny.nyc.gov . If you receive a two (2) dosage COVID-19 vaccine, proof of second dosage is required 45 days from the date of the first dose.
Contact information for inquiries only.

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>