

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FIRE DEPARTMENT OF NEW YORK CITY

DIVISION

Office of Intergovernmental Affairs

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ADDRESS2 Brooklyn, NY 11201

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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 Office of Legislative and Intergovernmental Affairs is responsible for a wide range of intergovernmental, legislative, and policy matters, with a focus on conducting strategic outreach to high-level external stakeholders that can help FDNY meaningfully serve the City's communities. Personnel in the unit conduct legislative and policy research to inform their outreach and advocacy on behalf of the Department's agenda. They prepare department leadership for hearings and manage the department's legislative portfolio. The unit is responsible for managing interactions with elected officials at all three levels of government and for facilitating FDNY's involvement in complex inter-agency coordination initiatives related to a diverse set of issues ranging from, for example, preparing for extreme weather events, adjusting to increased incidence of opioid misuse and related overdoses, or launching a new mayoral priority around alternative housing.

POSITION TITLE (Max characters 100)

Intergovernmental Affairs Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The legislative and intergovernmental Affairs intern will assist the Legislative and intergovernmental Affairs office with Communications, strengthening relationships with elected officials offices, and researching legislation.

Responsibilities would include:

- Communicating with elected officials offices and conducting legislative research. Examples of communications are responding to constituent concerns and answering questions about response and mitigation.
- Researching potential impacts of laws that are introduced to city, state and federal level and draft Department memos and positions on litigation.

- Strategize and support advocacy campaigns on behalf of the Department with elected officials and community stakeholders.
- Coordinate with Department offices and other city agencies to answer diverse inquiries from elected officials.
- Manage external affairs contact database and be responsible for oversight of Department communications with elected officials.
- Represent the Office of Legislative and Intergovernmental Affairs at Department events such as plaque dedications, centennial celebrations for firehouse marking 100 years of operation, and firefighter and EMS graduation ceremonies.
- The intern will be a fully integrated part of the Legislative and Intergovernmental Affairs Team, participating in team meetings and events and inter agency meetings and events coordinated by City Hall.

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

- Organized
- Detail-oriented
- Good judgement and experience working on politically sensitive matters
- Ability to work independently and as a member of a high-performing team
- Able to work at a fast pace and respond effectively to changing requests
- Excellent written and oral communication skills
- Proficient in Microsoft Office Suite
- Ability to prioritize time-sensitive assignments and meet deadlines

APPLICATION PROCESS (Max characters 700)

All applicants must visit the NYC Careers website at www.nyc.gov/careers and search for Job ID#528423. **Internship position FDNY-002 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>