

# 2022 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

**FIRE DEPARTMENT OF NEW YORK CITY**

## DIVISION

**Office of Diversity and Inclusion**

**ADDRESS1** 9 MetroTech Center

**ADDRESS2** Brooklyn, NY 11201

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**FAX**

## 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 excellence of the FDNY is enhanced by the ability to recruit, hire, retain, and promote highly skilled, talented and motivated members from diverse backgrounds. The FDNY prides itself in attracting candidates who are of diverse gender, age, culture, race, religious preference, and sexual orientation because the expression of unique ideas provides for better productivity, efficiency and service to a diverse and multi-faceted community. The Office of Diversity and Inclusion's mission is to maintain the high standard of excellence while accomplishing recruitment, retention and inclusion goals.

## POSITION TITLE (Max characters 100)

Diversity and Inclusion Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

- Research and draft memorandum on diversity best practices (i.e., initiatives, programs, policies, metrics, etc.) to enhance diversity and inclusion within the department.
- Help co-create initiatives and programs to further the Office of Diversity and Inclusion's objectives.
- Maintain systems to track, measure and report on diversity and inclusion trainings and programs.
- Provide on-site logistics and program coordination of diversity and inclusion initiatives, including trainings, publications and events.
- Participate in professional development workshops, networking events and departmental developmental opportunities.

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

- Background and/or interest in diversity, inclusion, equity, organizational change, restorative practices, metrics and/or social justice
- Strong research, writing and analytical skills
- Demonstrated leadership skills and/or ability to think outside the box
- Proficiency in MS Word, Excel, PowerPoint and other basic computer skills

**APPLICATION PROCESS (Max characters 700 )**

All applicants must visit the NYC Careers website at [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#528589. **Internship position FDNY-009 must also be indicated on the cover letter and resume.**

**SALARY RANGE**

\$ 15.93 - \$ 24.73 Per Hour \$ 557.53 - \$ 865.47 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](mailto: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>