



James W. Hendon
COMMISSIONER

Glenda Y. Villareal
DEPUTY COMMISSIONER

Job Title: Legislative Affairs Intern
Business Unit: Intergovernmental Affairs
Application Due Date: Until Filled

The mission of the Department of Veterans' Services is to connect, mobilize, and empower New York City's Veteran community in order to foster purpose-driven lives for New York City Service Members – past and present – in addition to their caregivers, survivors, and families. DVS fulfills this mission by providing New York City's 210,000 Veterans with essential services and programs focused on pivotal areas such as economic empowerment, housing security, benefits, health and wellness, and culture.

DVS will continue to strengthen its core services as well as find new ways to serve this dynamic population and ensure that Veterans – New York City's most civic-minded individuals – continue to serve as a major asset for the City.

DVS' Intergovernmental Affairs Team is in need of a Legislative Affairs intern to help provide data and statistical support for the unit.

Reporting to Senior Advisor of Intergovernmental Affairs and responsibilities will include:

Program & Policy Initiatives Support

- Supporting policy activities under the direction of the Senior Advisor of Intergovernmental Affairs, particularly on work pertaining to the impact of legislation on veterans', servicemembers, both active and reservist, the national guard, and their families.
- Engage with stakeholders from various agencies and offices at the local, state, and federal level.

Legislative Research & Analysis

- Researching and creating resources for NYC DVS related to policies or programs being implemented in New York.
- Tracking, monitoring, researching, and preparing legislative activity at the local, state, and federal level.

Connect with us!



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1 Centre St, 22nd Floor, Ste 2213,
New York, NY 10007
P: 212 416 5250
E: connect@veterans.nyc.gov

Communication & Public Relations

- Participating in and/or presenting during meetings, policy briefings, veteran advisory board meetings and other events relevant to DVS' legislative agenda.
- Attend City Council Hearings to assist with and record any activities related to the topic and discussions of the hearing.

Preferred Skills:

- Critical thinking and data-driven
- Some knowledge of experience using data analytics tools and/or applications
- Passion for learning and working in a start-up environment.
- Self-sufficient and self-motivated
- Able to assist non-technical users who depend on technology to perform their jobs.
- A technical, logical thought process.
- A strong willingness to learn and adapt to new priorities as they come.

Eligibility:

- Compensation for this internship will be provided through the VA Work Study Program. Potential candidates who meet the preferred skill requirements must also meet the eligibility requirements of the VA Work Study Program as described below to be considered for this position.
- Are enrolled in at least three-quarter time in a college degree, vocational, or professional program, and
- Can finish the work-study contract while you still qualify for education benefits, and
- Are using an approved VA education benefits program to pay for your education or training

Please provide a copy of your resume with cover letter that identifies veteran status, skills and experience, and VA Work Study eligibility via email: VAWorkStudy@veterans.nyc.gov.

Learn more about VA Work Study:

<https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/>

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