



James W. Hendon
COMMISSIONER

Glenda V. Garcia
DEPUTY COMMISSIONER

Office Title: Administrative Intern

Business Unit: Operations and Administrative Services

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.

The Department of Veterans' Services seeks a professional to support Operations and Administrative Services as an Administrative Intern. Reporting to the Director of Operations, the Administrative Intern will be responsible for assisting in efforts to implement new administrative systems, which will support a series of ambitious initiatives and programs aimed at improving the lives of New York City veterans.

The responsibilities include, but are not limited to the following:

- Help maintain all the administrative processes that will enable program, development, and outreach teams to work collaboratively and effectively.
- Provide administrative support to a cross-functional team responsible for programming and client services.
- Support all back-end functions, such as human resources, finance, facilities, and agencywide operations.
- Assist with managing internal policies and procedures.
- Act as the primary point of contact for key external stakeholders, such as Department of Citywide Administrative Services (DCAS) building services and Veteran Resource Centers.

Connect with us!



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Preferred Skills

- Must have considerable experience in office management, clerical work, and/or administrative functions.
- Proven commitment to a values-based culture and collaborative work environment.
- Ability to work comfortably with diverse populations, with a sensitivity to issues concerning health, homelessness, and mental well-being.
- Superb written and verbal communication skills are essential.

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 a 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/>