



James W. Hendon
COMMISSIONER

Glenda V. Garcia
DEPUTY COMMISSIONER

Job Title: Communications Intern

Business Unit: Communications

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 is in need of a Communications Intern to help implement organizational communications and marketing strategies.

Reporting to the agency's Press Secretary and responsibilities will include:

Social Media Support

- Assist in updating and maintaining the agency's social media presence, including daily monitoring, posting, scheduling, and reporting updates.
- Support coordination of responses to public queries on social media channels and email.
- Assist in planning, writing, and managing of the agency's newsletter.

Administrative Support

- Processing/printing mail and outreach materials.
- Run local errands and pickup/drop off materials from external partners.
- Formatting Microsoft Word/Excel/PowerPoint documents for distribution/presentations.
- Help manage editorial and event calendars.
- Help develop and update media lists.
- Research and vet media outlets.

Marketing Support

- Help design event/program fliers, graphics, and other marketing materials.
- Attend community events and internal/external meetings as assigned.
- Collaborate with staff on new ideas, directions, and tools for marketing and communications.

Connect with us!



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Preferred Skills

- Outstanding communication and writing skills
- Excellent judgment
- Experience working with the press.
- Attention to detail and the ability to juggle priorities and bring closure to work under tight deadlines.
- Ability to exhibit professional demeanor in fast paced and high-pressure work environment.
- Ability to prioritize and manage a wide array of projects to completion.
- Reliable, conscientious, and always a team player
- Prior government experience a plus

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/>