



James W. Hendon
COMMISSIONER

Glenda V. Garcia
DEPUTY COMMISSIONER

Job Title: Outreach Intern
Business Unit: Outreach

The mission of the Department of Veterans' Services is to connect, mobilize, and empower New York City's Veteran community 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 Outreach Unit needs an Outreach Intern to help provide outreach and event support for the unit. Reporting to Assistant Commissioner of Outreach and responsibilities will include:

Task 1

- Engage, educate, and connect veterans and their families with wellness referrals, benefits support, and counseling.
- Report engagement and outreach numbers and other metrics to Outreach Director for all DVS attended events.
- Collaborate with DVS Outreach leaders to foster working relationships with employers, educational institutions, and community-based organizations in accordance with departmental goals.

Task 2

- Serve as a liaison for NYC DVS informing the general population throughout the five boroughs of agency strategic goals while gaining insight from the community to increase the effectiveness of veteran programs and initiatives.
- Speak publicly on behalf of the DVS Outreach Department at various city-wide events.

Task 3

- The DVS Student Outreach Intern will ultimately be responsible for helping to build and maintain a network of relationships that will be leveraged for veteran participation in DVS programs and initiatives.

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- Collaborate with NYC DVS' Care Coordination Unit to operationalize the coordinated service network for comprehensive referrals, counseling, and benefits support.

Preferred Skills:

- Critical thinking
- Passion for learning and working in a community setting.
- Self-sufficient and self-motivated
- Able to assist Community members and DVS Stakeholders DVS logistical information.
- A technical, logical thought process.
- A strong willingness to learn and adapt to new priorities as they come.
- Weekend and evening flexibility

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/>