



### **Internship Opportunity**

*The New York City Mayor's Office to Combat Domestic Violence accepts applications for interns on an ongoing basis.*

**Position:** Intern, A.V.O.N. Mentoring Program  
**Location:** 100 Gold Street, New York, NY  
**Time period:** Summer (June – Aug.)  
**Compensation:** Unpaid  
**Schedule:** Flexible schedule, 10-15 hours/week during business hours

#### **Description of the Office:**

The Mayor's Office to Combat Domestic Violence (OCDV) formulates policies and programs; monitors the citywide delivery of domestic violence services; and works with diverse communities to increase awareness of domestic violence. OCDV works closely with community leaders, health care providers, City agencies and representatives from the criminal justice system and to create solutions that are critical to preventing domestic violence in New York City.

The Advanced Volunteer Opportunity Network (A.V.O.N.) Mentoring Program pairs survivors of domestic violence who have been engaged in intensive self sufficiency services at a New York City Family Justice Center with an experienced professional for a six month period, with a focus on advancing the survivor's career and education goals. Selected clients are carefully matched with a seasoned professional based on the skills that the mentee wants to acquire and that the mentor has to offer. The A.V.O.N Mentoring Program provides professional guidance, offers relevant advice and feedback on short and long-term career goals, introduces mentees to professional networks, and teaches mentees the necessary tools to cultivate other networking opportunities to enable professional growth.

#### **Intern responsibilities include:**

- Flexible schedule, 10-15 hours/week during business hours;
- Assist with program management;
- Report writing, data entry, and program analysis
- Provide ongoing feedback regarding enhancement of project activities;
- Attend meetings with OCDV program staff; and
- Other tasks as assigned.

#### **Qualifications:**

- Advanced undergraduate or Masters level student;
- Superior writing skills;
- Experience using Excel, Access, and/or SPSS;
- Flexible and eager to take on a variety of assignments;
- Ability to work well in a team environment;
- Interest in project planning and/or management; and
- Self-directed and highly organized.

#### **To apply:**

**Complete a Mayor's Office Internship Application** at [www.nyc.gov/intern](http://www.nyc.gov/intern).

*On the last screen, you will be asked questions about how you find out about the internship. Indicate that you are applying to a specific posting for the Office to Combat Domestic Violence.*