

Internship Opportunity

The New York City Mayor's Office to Combat Domestic Violence is accepting intern applications on an ongoing basis.

Position: Program Intern
Location: New York City Mayor's Office to Combat Domestic Violence
Last date to apply: Applications will be considered on an ongoing basis throughout the year
Compensation: Unpaid
Schedule: Flexible schedule, at least 10 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 to create solutions that are critical to preventing domestic violence in New York City.

Intern responsibilities include:

- Flexible schedule, at least 10 hours/week during business hours;
- Work on mixed-methods Community Needs Assessment project in Brooklyn;
- Data entry, management and analysis using SPSS and Excel;
- Assist with dissemination of community education campaign materials throughout the five boroughs;
- Attend meetings with OCDV program staff; and
- Other tasks as assigned.

Qualifications:

- Undergraduate student;
- Superior writing skills and computer skills;
- Strong interest in the topic of domestic violence;
- 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.

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.