



Internship Opportunity

The Mayor's Office to Combat Domestic Violence is now accepting internship applications.

Position:	Outreach Intern
Location:	New York City Mayor's Office to Combat Domestic Violence
Time period:	Fall, September – December 2013
Compensation:	Unpaid
Schedule:	Flexible schedule, at least 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 to create solutions that are critical to preventing domestic violence in New York City.

Outreach is a critical part of OCDV's mission to connect victims of domestic violence with City resources, by raising awareness about free and confidential civil legal, immigration, self-sufficiency and counseling services.

Intern responsibilities include:

- Flexible schedule, at least 15 hours/week during business hours;
- Assisting with outreach and brief presentations in hair and nail salons, mostly in the Bronx and Queens
- Prepare for and attend other tabling and presentation events, as needed
- Assist with some background research and simple data analysis, as needed
- Attend meetings with OCDV program staff; and
- Other tasks as assigned.

Qualifications:

- Advanced undergraduate or Masters level student;
- Superior writing skills and computer skills;
- Ability to travel to all 5 boroughs, especially the Bronx and Queens
- Fluency in Spanish, French, or Haitian Creole highly preferred
- Experience in training, teaching, or public speaking;
- Strong interest in the topic of domestic violence;
- Ability to work well in a team environment;
- Interest in project planning and/or management;
- Knowledge of community outreach; 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.