



Internship Opportunity

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

Position:	Intern, Policy and Communications
Location:	100 Gold Street, New York, NY
Time period:	Fall (Sept. – Dec.), Spring (Jan. – May), and 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.

Intern responsibilities include:

- Flexible schedule, 10-15 hours/week during business hours;
- Assist with the identification and writing of funding applications;
- Report writing, legislative research and program analysis;
- Assist to plan special events including press conferences;
- Plan and perform community outreach and assessment;
- Assist with program management;
- Strategize social media activities;
- Report directly to the Assistant Commissioner for Administration; and
- Other tasks as assigned.

Qualifications:

- Advanced undergraduate or Masters level student;
- Superior writing skills;
- Strong Microsoft Office knowledge;
- Interest in public relations and/or policy;
- Familiarity with social media;
- Self-directed and highly organized; and
- Flexible and eager to take on a variety of assignments.

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.