

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF HOMELESS SERVICES

DIVISION

Family Services

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AGENCY DESCRIPTION (Max characters 1200)

The New York City Department of Homeless Services is an agency comprised of 2,000 employees, with an annual operating budget of approximately \$1 billion, DHS is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City. As it engages in this mission, DHS employs a variety of innovative strategies to help families and individuals successfully exit shelter and return to self-sufficiency as quickly as possible.

Collaborating with other public agencies and nonprofit partners, DHS works to prevent homelessness before it occurs, reduce street homelessness, and assist New Yorkers in transitioning from shelter into permanent housing. Furthermore, DHS remains committed to meeting its legal mandate to provide temporary emergency shelter to those experiencing homelessness in a safe and respectful environment.

UNIT DESCRIPTION (Max characters 300)

Strategic Planning

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The NYC Department of Homeless Services (DHS) Division of Family Services seeks 2 Summer Interns to work in the Strategic Planning (SP) program area. We are looking for 2 Summer Interns to work with us for 6-8 weeks over the summer of 2015. The interns' main responsibilities will be twofold:

1. The interns will assist SP team day-to-day management and implementation of DFS initiatives. Specific tasks may include:

- a. attending and documenting internal and external meetings.
- b. participating in staff meetings and following up on items as necessary.
- c. preparing documents such as meeting agenda, memos, and Power Point.
- d. providing limited administrative support.

In addition, the interns will assist on SP special projects as needed, such as the potential to:

- e. conduct an analysis of homeless teens/young adults.
- f. research strategies to stabilize homeless teens/young adults and link them to educational and economic resources.
- g. research strategies to prevent youth homelessness.

h. coordinate a homeless awareness campaign on street teens/young adult homelessness.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

The interns should be a current undergraduate student available to dedicate 40 hours per week to the position. The ideal intern will have:

1. Ability to prioritize and handle multiple assignments and ability to manage time effectively.
2. Excellent written and oral communication skills and attention to detail.
3. Proficiency in Microsoft Word, Excel and Power Point.
4. Ability to work with a diverse constituency.
5. Ability to work productively under pressure, both as an individual and part of a team.
6. Ability to work with all levels of staff, inside and outside of city and other governmental and non-governmental agencies and/or organizations.
7. Strong ability to conduct online research with confidence.
8. Spanish language proficiency.

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

As of June of the Program year the prospective interne must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year).

NOTE: Appointment to this title is only valid for the duration of the Program, June - August each year.

APPLICATION PROCESS (Max characters 700)

Please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov>. Most public libraries have computers available for use. No phone calls, faxes, e-mails and personal inquiries permitted.

SALARY RANGE

\$433.50 (weekly)

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)