

2013 NYC SUMMER INTERNSHIP PROGRAM

NEW YORK CITY HOUSING AUTHORITY

Human Resources Department

90 Church Street, 5th Floor

New York, NY 10007

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AGENCY DESCRIPTION

NYCHA is the largest public housing authority in the country. It is committed to increasing opportunities for low- and moderate-income New Yorkers by providing safe, affordable housing and facilitating access to social and community services. NYCHA was created in 1934 and stands today as the country's premier housing authority.

UNIT DESCRIPTION

The Department of Communications (DOC) manages the "image" of the New York City Housing Authority (NYCHA) to core audiences and the public at large. To that end, the department is responsible for the development and dissemination of information about NYCHA to residents and Section 8 program participants; employees; Authority partners as well as City, State and National stakeholders. Department staff creates and conducts strategic information campaigns that promote Authority initiatives, reinforce NYCHA's mission, and brand message, and actively engage the media and the general public. DOC produces and maintains a variety of multi-media communication vehicles to reach multiple audiences, including the NYCHA Resident Journal, NYCHA Employee Bulletin and the Authority's internal and external websites. DOC also plans and coordinates special events and ceremonies throughout the year.

POSITION TITLE

Editorial Intern

INTERNSHIP RESPONSIBILITIES

The New York Housing Authority's Department of Communication is seeking an intern to assist the Editorial Unit with public inquiries by phone or email; write material for publications and website; and assist the Department of Communications staff with various duties. Responsibilities will include, but are not limited to the following:

1. Assist in compiling daily press clips.
2. Assist in compiling "Not Wanted" lists.
3. Answer phones to help with press and public.
4. Assist in setting up special events and press conferences.
5. Assist in writing and reporting on various events.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Candidates must be currently enrolled in or have been accepted into an undergraduate degree program in an accredited college, university or law school that will start in the Spring of 2013.

Skills desired:

1. Expert in Microsoft Office, especially PowerPoint, Access and Excel.
2. Excellent verbal and written communication skills.
3. Ability to work under high-pressure, deadlines situations.

APPLICATION PROCESS

Interested candidates may email a cover letter and resume to: summer.internship@nycha.nyc.gov

Please be sure to indicate the following job code in the Subject Line: NYCHA DOC-001 Editorial Intern

Or mail to:

New York City Housing Authority
Human Resources Department – Workforce Planning Division
90 Church Street, 5th Floor
New York, NY 10007
Job Code: NYCHA DOC-001 Editorial Intern

SALARY RANGE

\$12/hr.

ADDITIONAL INFORMATION / COMMENTS

None