

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FDNY

DIVISION

Community Affairs

ADDRESS1 9 MetroTech Center

ADDRESS2 Brooklyn, NY, 11201

CONTACT NAME Sandra Sanchez

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PHONE (347) 452-2855

FAX

AGENCY DESCRIPTION (Max characters 3000)

As first responders to fires, public safety and medical emergencies, disasters, and terrorist acts, the FDNY protects the lives and property of New York City residents and visitors. The Department advances public safety through its fire prevention, investigation and education programs. The timely delivery of these services enables the FDNY to make significant contributions to the safety of New York City and homeland security efforts.

UNIT DESCRIPTION (Max characters 1000)

FDNY Office of Community Affairs (CAU) plays a critical role in the department's mission of advancing public safety by strengthening community relationships throughout the five boroughs that enhance fire prevention and life safety education efforts. FDNY Community Affairs partners with community leaders, civic organizations, and faith-based, block associations and schools with the goal of continually educating and increasing public awareness on fire, life safety and disaster preparedness, and the enforcement of public safety codes.

POSITION TITLE (Max characters 100)

SUMMER GRADUATE INTERN

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Office of Community Affairs is seeking a Community Affairs Intern. Under the supervision of the Director/ Assistant Director of Community Affairs the intern would work with the CAU team to advance the Department's mission of strengthening public relations to ensure increased awareness of fire prevention and emergency preparedness. The successful candidate would:

- Develop an understanding of community mapping and outreach through the identification of resources throughout NYC districts through the creation of a working guide to assist in future CAU outreach, i.e., Community Resource Guide Project;
- Serve as a liaison through the Community Affairs service line to assist in responding to constituent inquires and requests for FDNY resources;
- Work closely with both Director/Assistant Director of Community Affairs in the formulation and implementation of fire and life safety messaging campaigns to external stakeholders;
- Research national best practices for collecting data/analytics for Fire and Life Safety campaigns, to implement/ establish tools to measure impact of FDNY initiatives in NYC;
- Provide administrative support and assist in special or ad-hoc projects as needed.

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

- Exceptional interpersonal, verbal/written communication and project management skills (multi-tasking).
- Ability to work well in team/independently with a commitment towards learning, flexibility, and creative ideas.
- Experience in Word, Excel, Outlook and Google suite of products (e.g., Sheets, Docs, Drive) essential.
- Experience with event planning/event management.
- Excellent written and oral skills.
- Excellent organization skills and strong attention to detail.
- Ability to take initiative and be a self-starter.

APPLICATION PROCESS (Max characters 700)

All applicants must email contact person above, providing cover letter, resume, **and listing internship position FDNY-002 in the email and on cover letter.**

SALARY RANGE

Unpaid

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Graduate interns must be currently enrolled in or accepted to a graduate degree program in an accredited college, university or law school. **Students must be receiving program credit for internship in order to be eligible.**