

2019 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FDNY

DIVISION

Office of Diversity and Inclusion

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ADDRESS2 Brooklyn, NY 11201

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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)

The excellence of the FDNY is enhanced by the ability to recruit, hire, retain, and promote highly skilled, talented and motivated members from diverse backgrounds. The FDNY prides itself in attracting candidates who are of diverse gender, age, culture, race, religious preference, and sexual orientation because the expression of unique ideas provides for better productivity, efficiency and service to a diverse and multi-faceted community. The Office of Diversity and Inclusion's mission is to maintain the high standard of excellence while accomplishing recruitment, retention and inclusion goals.

POSITION TITLE (Max characters 100)

SUMMER GRADUATE INTERN

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern will:

- Research and draft memoranda on diversity best practices (i.e., initiatives, programs, policies, metrics, etc.) to enhance diversity and inclusion within the department;
- Help co-create initiatives and programs to further the Office of Diversity and Inclusion's objectives;
- Maintain systems to track, measure and report on diversity and inclusion trainings and programs;
- Provide on-site logistics and program coordination of diversity and inclusion initiatives, including trainings, publications and events;
- Participate in professional development workshops, networking events and departmental development opportunities.

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

-Background and/or interest in diversity, inclusion, equity, organizational change, restorative practices, mindfulness, graphic design, metrics, data visualization, design thinking, storytelling, cultural

competency, the neuroscience of building inclusion, and/or social justice;

-Strong research, writing and analytical skills;

-Demonstrated positive, collaborative, and inclusive leadership skills;

-Proficiency in MS Word, Excel, PowerPoint and other basic computer skills;

-A desire to learn and operate from a growth mindset as opposed to a fixed mindset;

-A creative thinker: experience in theater writing, directing and/or film making is a plus.

APPLICATION PROCESS (Max characters 700)

All applicants must visit the NYC Careers website at www.nyc.gov/careers and search for Job ID#466195. **Internship position FDNY-003 must also be indicated on the cover letter and resume.**

SALARY RANGE

Summer Graduate Intern - \$15.93-\$24.73/hour

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.

nyc.gov/dcassip
