



Office to End Domestic and Gender-Based Violence
NYC Family Justice Center, Bronx

Position Title: Bronx Family Justice Center Intern

Intern Job ID: 10073

Education Level: High School, Undergrad and Graduate Students

The Mayor's Office to End Domestic and Gender-Based Violence is seeking an intern to provide support to the NYC Family Justice Center, Bronx (BXFJC) Administrative Team around administrative tasks, programming, training and outreach.

About the Office:

The Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV) develops policies and programs, provides training and prevention education, conducts research and evaluations, performs community outreach, and operates the New York City Family Justice Centers. We collaborate with City agencies and community stakeholders to ensure access to inclusive services for survivors of domestic and gender-based violence (GBV). GBV can include intimate partner and family violence, elder abuse, sexual assault, stalking, and human trafficking.

The NYC Family Justice Centers are co-located multidisciplinary service centers providing vital social services, civil legal, and criminal justice assistance for survivors of domestic and gender-based violence and their children—all under one roof.

About the Role:

The Intern will provide administrative support and assistance to the BXFJC Administrative team during on-site trainings, programming and awareness campaigns.

Responsibilities include but are not limited to:

- Provide front desk and/or children's room coverage as needed to support the client flow
- Assist in the preparation of on-site trainings, programming and awareness campaigns. Preparing the space and materials for the events.
- Organize and maintain client pantry and shared staff spaces
- Compile outreach event materials, promo items, print power points and prepare sign-in sheets
- Support in the management of training and event RSVP lists. Develop and send training attendance letters.
- Organize and track office supply and pantry deliveries
- Track, organize and maintain kitchen supplies
- Manage master training log

- Clean, update and maintain the Trainings and Outreach listservs/spreadsheets
- Clean, update, and maintain the staff and client resources folders in the BXFJC ShareDrive
- Assist in preparing the Monthly BXFJC Newsletter
- Potentially provide support to client programming (ex. summer movie nights)

Qualifications:

- Very strong organizational, interpersonal/collaborative, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, work independently and within a team environment, including ability to work with individuals from diverse cultures;
- Ability to work well in a team environment and with all levels of supervisory and frontline staff;
- Comfort level with giving public presentations and conducting trainings for small audiences;
- College Student candidates must be an enrolled and registered student accumulating credits. Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.
- High School Student candidates must be an enrolled and registered at a High School.

To Apply:

Click on [Internship Candidate Application](#) and submit an application, resume, cover letter and essay.

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