



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

Position Title: Manhattan Family Justice Center Intern 1

Intern Job ID: 10074

Education Level: High School, Undergrad and Graduate Students

The Mayor's Office to End Domestic and Gender-Based Violence is seeking an intern to help support the operations of our NYC Family Justice Center in Manhattan (MFJC).

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 support to the MFJC Administrative Team with the daily operation of the Center, including administrative tasks, training and outreach. The MFJC Administrative Team consists of the Center's Executive Director, Deputy Director and Director of Programs and Community Partnerships.

Responsibilities include but are not limited to:

- Assist in preparing for on-site trainings, client programming and events.
- Support in preparing office space for events and communicating with on-site partners.
- Organize and maintain client pantry and shared staff spaces.
- Compile outreach event materials, promo items, print power points and prepare sign-in sheets.
- Assist in management of email distribution lists for training announcements, on-site events and programming.
- Support in the management of training and event RSVP lists and send follow emails to confirm attendance.

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.

The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers