



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

Position Title: Queens Family Justice Center Intern

Intern Job ID: 10076

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 Queens (QFJC).

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 QFJC Administrative Team with the daily operation of the Center, including administrative tasks, programming, training and outreach. The QFJC 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:

- Respond to public requests and calls for general information about services available at the QFJC.
- Manage the waiting area and hospitality suite to ensure a welcoming environment for clients.
- Update daily staff availability calendars and other tools.
- Organize and track office supply and pantry deliveries.
- Assist with general administrative duties, including scanning, Share Point data entry, and more.
- Assist in preparing for on-site trainings, client programming and events. Prepare materials and space for the events.
- Compile outreach event materials, promo items, print power points and prepare sign-in sheets.

- Assist with human trafficking survivor services, including research on new services, trends, Human Trafficking Intervention Court observation, and more.

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