



James W. Hendon
COMMISSIONER

Glenda Y. Villareal
DEPUTY COMMISSIONER

Job Title: Food Packing Intern
NYC Department of Veterans' Services

The mission of the Department of Veterans' Services is to connect, mobilize, and empower New York City's Veteran community in order to foster purpose-driven lives for New York City Service Members – past and present – in addition to their caregivers, survivors, and families. DVS fulfills this mission by providing New York City's 210,000 Veterans with essential services and programs focused on pivotal areas such as economic empowerment, housing security, benefits, health and wellness, and culture.


DVS will continue to strengthen its core services as well as find new ways to serve this dynamic population and ensure that Veterans – New York City's most civic-minded individuals – continue to serve as a major asset for the City.

DVS seeks to hire a Food Packing Intern to join the Partnerships and Strategic Planning team. On Wednesday mornings HelloFresh, Campaign Against Hunger, Black Veterans for Social Justice, and Amazon come together to pack 2,000 food kits every week. Food kits are distributed to veterans and each of their household members. If selected, the intern will meet at the Campaign Against Hunger facility located at 744 Berriman Street, Brooklyn, NY, 11208, every Wednesday at 9 AM to help pack these kits.

The Food Packing Intern would work closely with the Analyst and Assistant Commissioner and her team on efforts including, but not limited to:

1. Ensure that food kits are packed efficiently and correctly, so that veterans and their families receive their meal kits in a timely fashion.
2. Maintain relationships with valued community partners and supporters such as HelloFresh, Black Veterans for Social Justice, and Amazon.
3. Answer emails and questions about the program to community stakeholders and participants of the program.
4. Instructing to other volunteers how to pack kits and distribute.
5. Ensuring data and reporting is accurate and up to date.

Preferred Skills:

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www.nyc.gov/vets

1 Centre St, 22nd Floor, Ste 2213,
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- Diligence regarding person-to-person follow-ups
- Passion for learning and high emotional intelligence.
- Self-sufficient and self-motivated
- Microsoft Office 365 skills
- A technical, logical, and creative thought process.
- A strong willingness to learn and adapt to new priorities as they come.

Eligibility:

- Compensation for this internship will be provided through the VA Work Study Program. Potential candidates who meet the preferred skill requirements must also meet the eligibility requirements of the VA Work Study Program as described below to be considered for this position.
- Are enrolled in at least three-quarter time in a college degree, vocational, or professional program, can finish the work-study contract while you still qualify for education benefits, and are using an approved VA education benefits program to pay for your education or training.
- Availability to work in person on Wednesdays
- Ability to lift 20+ pounds

Please provide a copy of your resume with cover letter that identifies veteran status, skills and experience skills, and VA Work Study eligibility via email to VAWorkStudy@veterans.nyc.gov

Learn more about VA Work Study:

<https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/>

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