



James W. Hendon  
COMMISSIONER

Glenda Y. Villareal  
DEPUTY COMMISSIONER

### **Job Title: Mission VetCheck Intern**

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 Outreach is in need of a Phone Banking intern to help provide data and statistical support for the unit.

Reporting to Nicole Jordan Jones, Assistant Commissioner of Community Engagement and responsibilities will include:

Be available Wednesdays, October 30, 2024, to June 25, 2025, from 2:30 PM-4:30 PM.

#### **What to expect:**

- The project occurs virtually!
- For each session, you will sign on to a Microsoft Teams Meeting with Team Leaders, you will then breakout into your CallHub sessions to place calls for 1 hour 30 mins, then return to Microsoft Teams meeting to debrief.

#### **What you will need:**

- Access to a computer with video capability, a headset, and a Chrome web browser.
- Ability to commit to a 2-hour session weekly.

#### **Preferred Skills:**

- Critical thinking and data-driven
- Some knowledge of experience using data analytics tools and/or applications
- Passion for learning and working in a start-up environment.
- Self-sufficient and self-motivated
- Able to assist non-technical users who depend on technology to perform their jobs.
- A technical, logical thought process.
- A strong willingness to learn and adapt to new priorities as they come.

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[www.nyc.gov/vets](http://www.nyc.gov/vets)

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**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, and
- 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

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