



James W. Hendon
COMMISSIONER

Glenda Y. Villareal
DEPUTY COMMISSIONER

Job Title: Military Family Advocate Data Intern
Business Unit: Policy and Strategic Partnerships

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.

The division of Policy and Strategic Partnership is in need of a Military Family Advocate Data Intern to collect and manage large data sets for the Military and Family Advocate Program. The Military Family Advocate program aims to designate one military liaison in every public school to identify, engage and support military families within their respective school communities.

Reporting to Executive Director of Community Mental Health and responsibilities will include:

Manage All Data for the Military Family Advocate Program

- Keep organized records of all collected data from every participating school in the program, up to 11,00 NYC public schools.
- Serve as a point of contact to ensure all Military Family Advocates are aware of and achieving all programmatic goals
- Support military families referred from the program with any requests for services, goods, or referrals.

Support Schools

- Answer any questions an MFA may have about the program or their goals.
- Serve as the point of contact for military families from the MFA program looking for referrals, services, and goods.

Assist Executive Director with Operational tasks

- Provide assistance during MFA training, manage attendance, distribution of materials and follow-up emails.

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- Support Executive Leadership in creating MFA program reports
- On occasion, attend some in-person meetings with the Executive Director at schools or in other official capacities.

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.

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 via email: 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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