



James W. Hendon
COMMISSIONER

Glenda Y. Villareal
DEPUTY COMMISSIONER

Job Title: Transition Services 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 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 is in need of a Transition Services intern to help assist Veteran families who have or will soon transition from active military to civilian status. The larger goals of the Transition Services Intern are to: 1) increase the number of Veterans -- and Veteran family members -- who move to NYC after their military service; 2) maximize the extent to which transitioning Service Members who reside in NYC take advantage of all of the benefits, programs, and opportunities that are available to them; and 3) serve as a coordinating resource for new NYC Veteran community members on matters specific to education and employment.

Reporting to the Transition Services Manager and Assistant Commissioner and her team.
Responsibilities will include:

1. Promoting NYC-based educational and employment opportunities to major US military installations.
2. Counsel transitioning Service Members and their families on the best NYC-based educational and employment options for them.
3. Advising transitioning Service Members on how to efficiently navigate existing city, state, and federal Veteran employment and educational programs.
4. Advancing relationships with hiring managers from the City of New York to, in the long term, through existing processes, increase the number of local government employees who are transitioning US Military Service Members and/or their loved ones.
5. Cultivate relationships with local academic institutions and employers to facilitate prospective student and employee matchmaking.
6. Leverage various partners to provide best-in-class service to transitioning Veterans and their families (ie: NYC Department of Small Business Services [Priority1], NYS Higher Education Services Corporation, NYS Department of Veterans' Services, US Department of Veterans

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Affairs, US Department of Labor [DOL VETS], Undersecretary of Defense for Personnel and Readiness, etc.).

7. Orchestrate at least one hybrid and one in-person transition seminar for new Veterans and their families annually.
8. Maintain lines of communication with local Student Veteran groups, Veteran employee resource groups, and NYC-based Active Duty, Guard, and Reserve units to ensure that these cohorts are aware of all amenities specific to Veterans (and Veteran families) who are in transition.
9. Coordinating with the US Department of Defense's Defense Manpower Data Center to routinely obtain information about Service Members who have transitioned from Active to Veteran status in the City of New York.
10. Referring Veterans and Veteran families to non-employment and non-educational resources internal to DVS when needed (ie: housing, healthcare, benefits, culture, etc.).

Preferred Skills:

- Critical thinking and creativity.
- Knowledge and experience of Microsoft Office 365.
- Great oral and written communication skills.
- Self-motivated and diligent with person-to-person follow-ups
- 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

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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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