

**City of New York  
DEPARTMENT OF INVESTIGATION  
Intern Vacancy Notice**

**Intern Title:** Outreach Intern- OIG NYPD

**Intern ID:** 0010

**Work location:** 180 Maiden Lane

**Intern Description**

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

DOI's Office of the Inspector General for the NYPD (OIG-NYPD) is charged with investigating, reviewing, studying, auditing, and making recommendations regarding the operations, policies, programs, and practices of the New York City Police Department, with the goal of enhancing the effectiveness of the NYPD, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence in the police force. OIG-NYPD is independent of the NYPD and is part of the New York City Department of Investigation.

OIG-NYPD is seeking an energetic intern who will assist with implementing specific strategies to engage a wide-ranging list of stakeholders that includes advocacy groups, elected officials, city agencies, and New York City residents, among others. The Outreach intern will attend relevant community meetings, assist in building and maintaining relationships with community groups, and manage a database of stakeholders.

If selected, the intern will be fingerprinted and undergo a background investigation.

**This is an unpaid internship.**

**Essential Duties**

- Assist with communicating with community-based, non-profit organizations or advocacy groups.
- Demonstrate interest in law enforcement, criminal justice, and/or civil rights issues.
- Show the ability to listen and interact sensitively with different communities and diverse viewpoints.
- Participate in internal staff meetings and external meetings with key stakeholders
- Work on multi-disciplinary teams with other DOI investigators, auditors, and City agency staff.

**Required Knowledge, Skills, and Abilities:**

- Ability to analyze and assess and draw conclusions based on a multitude of complex documents/data, including but not limited to policies, procedures and financial documents.
- Strong computer skills, including Word, Excel and databases. Strong interpersonal skills, oral communication and interviewing skills.
- Ability to write succinct and organized reports.
- Ability to exercise discretion on sensitive and confidential matters. Strong organizational skills and proven ability to manage time efficiently, meet deadlines and multi-task.