

JOB ORDER FORM - FOR INTERN

Job Title: Intern, NYC Mayor's Office for People with Disabilities

Responsibilities:

- Compose memos, letter, e-mails and other correspondence
- Set-up and maintain an organized filing system
- Scheduling DMD mentee interviews and making follow up calls
- Assisting with special events planning
- Manage workshop/seminars registration list
- Answer phone(s), assist caller(s), take messages, send faxes, handle photocopying
- Coordinate materials for meeting, training sessions and other activities
- Ability to take meeting minutes/notes
- Provide assistance as needed with research for materials and services
- Assist DMD Program Coordinator on various projects - as needed

Qualifications/Skills Required:

- High level of proficiency in MS Word, Excel, PowerPoint and with computer in general and some experience with databases such as MS Access
- Effective verbal, written, communication and interpersonal skills
- Good organizational skills necessary to maintain files, coordinate schedules and track a variety of data
- Excellent phone skills

Education: Bachelor's Degree minimum, Master's Degree Preferred.

Hours and Days needed: 21 hours per week minimum

Dates of Internship: Now through November 2012

Contact:

Mkada Beach

Program Coordinator

Mayor's Office for People with Disabilities

100 Gold Street - 2nd Floor

New York, NY 10038

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