



# 2014 NYC DOE Summer Internship Program

**INTERNSHIP TITLE:**

DOE 004 - Division of Teaching and Learning: Project Management and Communications Intern

**DIVISION/OFFICE:**

Division of Teaching and Learning

**ADDRESS:**

Tweed Building, 52 Chambers Street New York, NY 10007

**OFFICE DESCRIPTION:**

The Chief of Staff's team provides strategic and cross-functional communications and professional development support across the Division of Teaching and Learning. We draft communications within and beyond the divisions, including letters, briefings, family-facing documents, and newsletters, to support all the work happening around teaching and learning in New York City public schools. We also provide professional learning opportunities for our division's staff, including trainings in project management, Excel, public speaking, and a host of other necessary skills.

**INTERNSHIP RESPONSIBILITIES:**

- Assist with project management support on a number of professional development opportunities for division staff
- Assist with event-planning and execution around key division-wide events, including summer retreat, social events, and meet and greets
- Assist with drafting and editing communications for our division, including monthly volunteer email alerts and newsletter

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:**

Current undergraduate students who meet the eligibility criteria of a B average or greater may be considered for an unpaid internship.

**SALARY INFORMATION:**

This is an unpaid internship.