Governor’s Office of Storm Recovery (GOSR)

Job Title: Housing Operations Intern
Department: Housing
Location: New York City + Remote Hybrid
Job Type: Part Time, Internship (8-10 weeks)
Salary: $25.00 per hour, 15-25 hours per week

*The selected candidate will be on-boarded through a temporary staffing firm, not the State of New York.
** Proof of vaccination or Weekly COVID-19 testing required.
*** This is a hybrid role that requires 3 days per week onsite.

Organization Summary
Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor’s Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities’ most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State’s infrastructure and critical systems. Now, as proposed by the Governor in the 2022 State of the State, GOSR plans to become a permanent office of resiliency and recovery. Leveraging GOSR’s expertise in disaster recovery as well as implementation of data management systems to build online applications and ensure efficient data gathering, the office will continue to coordinate initial response and long-term recovery, scaling recovery efforts and coordinating resiliency initiatives for both major and small disasters throughout the state.

Visit us at www.stormrecovery.ny.gov

Position Summary
The Housing Operations Intern will play a critical role in developing and advancing the program’s agenda and supporting the team with quantitative or qualitative analytic support where requested. Examples of projects include reporting out on the various outcomes of projects for internal and external interested parties. Other responsibilities may include assisting on the review and completion of various program documents used to demonstrate compliance with key program requirements, and compiling information about the status of projects. The Housing Operations Intern may also support project management staff in tracking, reviewing, and monitoring ongoing projects and initiatives. This position is ideal for an undergraduate or graduate student looking to be involved in public sector work focused on the development and administration of a state-run, federally funded storm recovery and community resiliency grant program. This is a paid position, working 15-25 hrs./week.

Responsibilities include but are not limited to:
- Providing quantitative and/or qualitative data and analytic support
- Conducting topical research as needed
• Actively participate in work groups and advisory teams as needed
• Quality Assurance/Quality Control of department files and other electronic data
• Creating, updating, and editing policy/procedure documents, trackers, or other reporting
• Organizing and digitizing department files
• Organizing team meetings or events
• Other administrative support to team as requested

Qualifications
• Enrolled in bachelor's or graduate degree program for urban planning, public administration, public policy, communications, or a related field.
• Knowledge of public policy in the areas such as infrastructure, the environment, housing, economic development, small business and/or community development is preferred.
• Ability to write well and work collaboratively with program and communication staff
• Ability to think creatively
• Strong interpersonal skills, and the desire to work collaboratively
• Ability to manage multiple projects in a fast-paced environment
• Strong research and analytic skills
• Strong computer skills: Internet-research experience and knowledge of Word, Excel, and PowerPoint
• Must be able to work a minimum of 15 hrs./week; no more than 25 hrs./week

If interested:
All candidates must submit a resume to goshrinfo@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor’s Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.