

NEW YORK CITY COUNCIL JOB POSTING			
Position	Vetting Analyst (short-term assignment)	Work Hours	9am to 5pm, varied late nights
Division	Office of the General Counsel	Open Date	1/10/2017
Number of Positions	4	Close Date	Until Filled

DUTIES AND RESPONSIBILITIES

Participate in examining and researching nonprofit organizations to determine their eligibility for discretionary funding. Internship will last for approximately 12 weeks starting in March 2017.

REQUIREMENTS

The position requires the following skills:

- Must be extremely organized and detail oriented assessing large amounts of data
- Ability to assess large amounts of data
- Possess excellent writing, verbal communication and analytical skills
- Ability to work independently and as a team member
- Ability to work under pressure and at times, extreme deadlines
- Ability to learn new skills quickly
- Working knowledge of Microsoft Excel

Preferred Experience includes:

- Experience in conducting research utilizing Lexis
- Familiarity with NYS Attorney General's Charities Bureau

HOW TO APPLY

Qualified candidates should forward a cover letter and resume to:

MAIL: New York City Council
 Attn: Administrative Services/Vetting
 250 Broadway, 16th Floor
 New York, NY 10007

FAX: (212) 791-5266

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
