

2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC EMERGENCY MANAGEMENT

DIVISION/WORK UNIT

Enter text here

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FAX

AGENCY DESCRIPTION (Max characters 850)

Established in 1996, the NYC Emergency Management plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information.

To accomplish this mission, NYC Emergency Management maintains a disciplined unit of emergency management personnel, including responders, planners, watch commanders, and administrative and support staff, to identify and respond to various hazards.

NYC Emergency Management develops and reviews contingency plans that guide New York City's response to natural and man-made emergencies, from extreme weather to labor disputes. Each plan focuses on preparedness, initial response, and recovery. When a plan is activated, OEM coordinates the skills of government and non-governmental agencies, to ensure proper execution.

POSITION TITLE (Max characters 100)

Human Services Planning Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

General planning support: The Human Services Unit develops and maintains all Human Services related plans as well as other planning materials. The intern will:

- Actively participate in planning sessions and meetings
- Draft emergency procedures with graphics and flowcharts
- Track the completion of action items following meetings
- Provide administrative and planning support during emergency operations

Partnership Development: The Human Services Unit works with Non-Profit and Government agencies to ensure they are prepared should a disaster strike. The intern will:

- Facilitate inter-agency and organization communications
- Assist in the execution of disaster plans as needed
- Assist with the analysis of potential nonprofit partners' capabilities, services and interests
- Update other agency profiles for unit

Project Management: The Human Services Unit continually works on several projects simultaneously to build and maintain our capacity to implement our plans. The intern will:

- Help Human Services manage projects
- Take initiative to help improve efficiency and organization of unit
- Oversee project components and completion of project

The intern will assist and support other team members as needed.
The intern may also volunteer for or suggest additional Human Services projects.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Education Level:

Undergraduate/Graduate Degree (may be currently pursuing)

Requirements/Special Skills Needed:

- Strong written and verbal communication skills
- Ability to work with a variety of personality types
- Highly computer literate and proficient with MS Office Applications
- Ability to work well independently and in a group
- High level of professionalism and organizational skills

This is an *unpaid* **Summer** semester internship. The intern is expected to work **15 - 20 hours per week**. Additionally, there is no reimbursement for travel or other expenses. All interns are required to pass a background check.

For information on NYC Emergency Management, go to www.nyc.gov/oem. To view additional NYC Emergency Management internships, go to <http://www.nyc.gov/html/oem/html/about/job.shtml>

APPLICATION PROCESS (Max characters 700)

Please email resume and cover letter to jobs@oem.nyc.gov.
Please indicate position title in the cover letter.
Full background check is required.
Only those applicants under consideration will be contacted.

SALARY RANGE

Unpaid

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

The OEM 2014 Summer Internship Program runs June 2 - August 15, 2014.

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nyc.gov/internship