

# 2015 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

**NYC EMERGENCY MANAGEMENT**

## DIVISION/WORK UNIT

**Enter text here**

**ADDRESS1** 165 Cadman Plaza East

**ADDRESS2** Brooklyn, NY 11201

**CONTACT NAME** Kristine Gregorek

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**PHONE** Enter phone here

**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 Data Analysis & Technology Intern**

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

NYC Emergency Management's Human Services Unit is seeking a Data Analysis and Technology Intern to assist in planning and with the active and ongoing efforts to help New Yorkers affected by disasters. The intern will support all Human Services activities related to planning, response and recovery. The intern will use data collected from the citywide operations following Hurricane Sandy and other disaster activations to create analysis documents and assist in making recommendations based on the analysis. The intern will also support several technology projects that help drive the Human Services team's response and preparedness.

**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

**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:

- Plan project strategy
- Guide and track production of deliverables
- 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
- Experience with data analysis and databasing applications
- High proficiency with Microsoft Access and Excel required
- Ability to work well independently and in a group
- High level of professionalism and organizational skills

Preference will be given to candidates with prior experience working with data analysis, as well as demonstrated leadership abilities.

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](http://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](mailto: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](http://nyc.gov/internship)