

# 2014 NYC SUMMER INTERNSHIP PROGRAM

## OFFICE OF EMERGENCY MANAGEMENT

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### AGENCY DESCRIPTION

Established in 1996, the New York City Office of Emergency Management (OEM) 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, OEM 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.

OEM develops 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 three components of a disaster: preparedness, initial response, and recovery. The purpose of these plans is to keep New York City safe and, following a disaster, to return residents to their daily routines as quickly as possible.

When a plan is activated, OEM coordinates the skills of City, state, federal, and non-governmental agencies, to ensure the plan is effectively carried out. Large-scale citywide emergencies, like a transit strike or a coastal storm, can require the collaboration of dozens of agencies and thousands of emergency responders. Smaller incidents, such as localized power outages or water main breaks, may only require a handful of agencies to complete restoration.

OEM reviews, tests, and revises these plans as intelligence and resources change. The agency enlists subject matter experts from all City agencies, including the Police and Fire Departments, and other non-city groups to advise on aspects of each plan.

The following links highlight the City's guidelines to handle a few possible emergencies:

- Hazard Mitigation Plan
- Coastal Storm Plan
- Geographic Information Systems (GIS)
- A New York City Population Analysis
- Utilities Disruptions Guide
- Emergency Flash Flood Plan

### UNIT DESCRIPTION

The Finance Unit at OEM manages a \$70+ million budget comprised of federal grant funding and city tax levy. As part of the management of these funds, OEM is seeking an intern to assist with the budgeting and grant reporting process.

### POSITION TITLE

Public Finance/Grants Intern

### INTERNSHIP RESPONSIBILITIES

The Public Finance intern will assist with the following:

- Grant management including reporting and ensuring that all expenditures are grant eligible

- Budgeting for agency units as well as tracking and monitoring expenditures to ensure that all reimbursable costs are identified and claimed
- FEMA reimbursement for costs associated with Hurricane Sandy
- Researching new grant and other funding opportunities
- Ad hoc financial analysis
- General administrative work

#### **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

- Strong written and verbal communication skills
- Strong level of professionalism
- Proficient in Excel
- Interest in public finance, homeland security, emergency management and/or federal grant programs
- Internship is for 15-20 hours per week during Summer 2014

#### **APPLICATION PROCESS**

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

#### **ADDITIONAL INFORMATION / COMMENTS**

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

For information on NYC OEM, go to [www.nyc.gov/oem](http://www.nyc.gov/oem).

To view additional OEM internships, go to <http://www.nyc.gov/html/oem/html/about/job.shtml>.