

CERT Intern

Division/Unit: External Affairs-CERT	Supervisor: Meagan van Harte
Number of Interns Needed: 1	Preferred Education Level: Undergraduate/Graduate
Background on Project: 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. New York City's Community Emergency Response Teams (CERT) are groups of community-based volunteers trained in disaster preparedness and emergency response to support New York City's first responders. NYC CERT members undergo intensive training that provides basic response skills needed for fire safety, light search and rescue, community disaster support, traffic control, and light disaster medical control. During non-emergencies, NYC CERT members educate their communities about disaster preparedness through Ready New York and build Community Disaster Networks.	
Description of Project/Intern Responsibilities: The NYC CERT intern will assist with a range of projects and tasks including: <ul style="list-style-type: none">• Assist in maintaining and updating the post-training database.• Research and develop new post-training evaluation tools.• Research and report on individual CERT teams' structure and bylaws.• Research and draft CERT team election protocols.• Assist in the redesign and drafting of the post-training curriculum.	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Comfortable working with diverse NYC community groups.• Excellent written and verbal skills.• Strong research and report writing skills.• Ability to work in a fast-paced environment.• Comfortable working in a team and independently.• Background check required. <p>The NYC CERT intern will be required to occasionally leave the building to meet with local NYC CERT teams off-site. Intern will either travel with OEM staff in a pool vehicle or may be asked to take public transportation (costs are not reimbursed).</p> <p>This is an unpaid internship for spring 2012 semester.</p>	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	