

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)

TRAINING & EXERCISES INTERN

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

New York City Emergency Management Academy is the training unit of New York City Emergency Management. The Academy provides training for both agency staff and staff from other city agencies that partner with us during emergencies.

Trainings offered by New York City Emergency Management Academy can be either online or in-person, and can cover local (city-specific), regional, or federal material. The Academy uses an online Learning Management System (LMS) to host user accounts, online trainings, and the registration for in-person trainings. Trainings must be tracked for federal, state, local, or organizational requirements. All staff at New York City Emergency Management are required to participate in the training program.

The intern will work closely with New York City Emergency Management's online Learning Management System (LMS) database. Responsibilities include:

- Pulling records,
- Editing incorrect information,
- Categorizing data,
- Running reports, and/or using data from database reports to review trends and make

recommendations.

The intern may have additional responsibilities with the Training and Exercises Division, such as reviewing drafts of new training, testing usability of online courses, and editing training materials.

The intern will have access to pre-selected training opportunities.

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

Preferred Education Level:

Bachelors/Masters

Requirements/Special Skills Needed:

- Organized, detail oriented
- Must be comfortable using technology.
- Previous experience with Excel is necessary.
- Experience with database use - searching and reporting - is preferred
- Experience with donor software, HR software, course tracking software or basic data analysis is advantageous.

The 2015 Summer Internship Program is June 8 - August 14, 2015. This is an *unpaid Summer* internship. All interns are required to pass a background check.

For information on NYC Emergency Management go to www.nyc.gov/oem. To view additional internship opportunities, 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.

For information on NYC OEM, go to www.nyc.gov/oem.

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