

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

E-MAIL jobs@oem.nyc.gov

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)

Public/Private Initiatives Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

NYC Emergency Management's Public/Private Initiatives Unit supports the agency by engaging the private and nonprofit sector in the City's emergency response plans, and coordinating the exchange of information between the City and the private sector before, during, and after an emergency. The unit also encourages private and nonprofit sector preparedness through a number of programs, guides, events, and other resources.

The intern will work closely with other units at NYC Emergency Management, as well as other City agencies, private sector organizations, and non-governmental agencies. Responsibilities include:

- Work with the team to enhance and further develop the Partners in Preparedness program and the Small Business Outreach program both internally and externally
- Support staff in relationship management of private sector partners
- Assist in engagement efforts with new organizations, partnerships, networks and industries
- Present preparedness information to business partners
- Assist with preparations for National Preparedness Month private sector programs

The unit often attends meetings, hosts events, gives presentations, and engages with partners outside of the office. The intern will have the opportunity to participate in these activities. A combination of agency vehicles and public transportation will be used.

The intern will also have the opportunity to work on additional projects with the unit as they become available.

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

Preferred Education Level:

Undergraduate or graduate

Requirements/Special Skills Needed:

- Proficiency with Microsoft Office applications (Word, Excel, and PowerPoint)
- Ability to work well independently
- Strong attention to detail and organization
- Strong project management skills
- Strong internet research skills
- Strong written and oral skills

This is an **unpaid** 2015 summer internship. The intern is expected to work approximately **20 hours per week**. All interns are required to pass a background check.

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

To view additional 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.

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>.

nyc.gov/internship