

# 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)

**Logistics Planning Intern**

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Interns play an important role in supporting NYC Emergency Management staff by assisting in an array of complex and challenging tasks associated with the development and management of emergency plans. The Logistics Unit is at the forefront of developing strategic plans aimed at supporting the operations of emergency responders. Some of the projects that an intern may assist with include:

- Providing support for the management the emergency fuel plan and services that provide lodging, feeding, sanitation, storage, and other support of emergency responders and other response personnel assigned to response and recovery operations.
- Support the development of the Citywide Supply Chain Disruption Plan to ensure the flow of day to day commodities as well as emergency supplies and equipment.
- Assistance with the development of a temporary camp protocol for sheltering emergency responders.
- Assistance with the management of New York City's emergency generator and dewatering operations planning.
- Other tasks related to logistics as assigned.

The NYC Emergency Management Logistics Planning Intern will have the opportunity to play a contributing role in the development of operation plans designed for large-scale emergencies, and to work in one of the country's most advanced emergency management offices. Responsibilities include:

- Web-based research

- Development of briefings, notes and detailed flow charts and maps
- Assistance with site assessments
- Coordinating meetings

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

##### Preferred Education Background:

Graduate Student/Undergraduate Senior concentrating in one of the following: Emergency Management, Logistics, Political Science, Public Policy, and Urban Planning.

##### Requirements/Special Skills Needed:

- Excellent oral communications and written skills
- Strong attention to detail and organization
- Good quantitative and data analysis skills
- Good working knowledge of Microsoft Excel and PowerPoint
- Interest in working with various levels of agency representatives
- Interest in logistics, communications, and interoperability issues

Please Note: This is an *unpaid* **Summer** semester internship. The intern is expected to work **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](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)