

2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME
NYC EMERGENCY MANAGEMENT

DIVISION
T&E/Training

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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.

UNIT DESCRIPTION (Max characters 300)

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.

POSITION TITLE (Max characters 100)

Emergency Management Certificate Program (EMCP) Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

NYC Emergency Management Academy is seeking an enthusiastic, detail oriented, and organized intern to support the Emergency Management Certificate Program. The intern will also support other activities within the training unit such as training development and administration, learning management system data management, and communicate regularly with agency staff and external agencies within the Certificate Program. The intern will:

- Actively support and respond to inquiries, applications and questions regarding Emergency Management Certificate Program.
- Communicate regularly with Certificate Program participants and prospective students.
- Track the progress of program participants.
- Support the program classes, table top exercise, and graduation.
- Support other unit training activities which may include design training materials, support the development of new online trainings and other projects as needed.

The intern will have the opportunity to participate in select trainings based on interest and availability.

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

Preferred Education Level:

Graduate Degree (may be currently pursuing)

NYC Emergency Management Academy is seeking an intern with the following skills:

- Strong written and verbal communication skills
- Highly computer literate and proficient with MS Office Applications
- Ability to work well independently and in a group
- High level of professionalism and customer service
- Highly organized and strong attention to detail

Preferred Experience:

- Experience in program management
- Experience in database management
- Interest in training and exercise development
- Interest in emergency management or related field

The 2015 Summer Internship Program is June 8 - August 14, 2015.

Please Note: This is an *unpaid* **Summer** semester internship. The intern is expected to work **10 - 15 hours per week**. Additionally, there is no reimbursement for travel or other expenses.

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)

E-mail resume and cover letter: jobs@oem.nyc.gov

Please indicate position title in the cover letter.

Full background check is required.

Only those candidates under consideration will be contacted

SALARY RANGE

Unpaid

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)