

# 2014 NYC SUMMER INTERNSHIP PROGRAM

## OFFICE OF EMERGENCY MANAGEMENT

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Brooklyn, NY 11201

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### **AGENCY DESCRIPTION**

Established in 1996, 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.

To accomplish this mission, OEM 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.

OEM develops 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 three components of a disaster: preparedness, initial response, and recovery. The purpose of these plans is to keep New York City safe and, following a disaster, to return residents to their daily routines as quickly as possible.

When a plan is activated, OEM coordinates the skills of City, state, federal, and non-governmental agencies, to ensure the plan is effectively carried out. Large-scale citywide emergencies, like a transit strike or a coastal storm, can require the collaboration of dozens of agencies and thousands of emergency responders. Smaller incidents, such as localized power outages or water main breaks, may only require a handful of agencies to complete restoration.

OEM reviews, tests, and revises these plans as intelligence and resources change. The agency enlists subject matter experts from all City agencies, including the Police and Fire Departments, and other non-city groups to advise on aspects of each plan.

The following links highlight the City's guidelines to handle a few possible emergencies:

- Hazard Mitigation Plan
- Coastal Storm Plan
- Geographic Information Systems (GIS)
- A New York City Population Analysis
- Utilities Disruptions Guide
- Emergency Flash Flood Plan

### **UNIT DESCRIPTION**

The NYC Office of Emergency Management's (OEM) External Affairs Division works to develop sustainable community networks in the City. OEM's External Affairs Unit oversees the agency's communications, community outreach, and emergency preparedness activities. Major programs within the External Affairs Division include the NYC Citizen Corps Council, Community Emergency Response Teams (CERT), Ready New York, and Public-Private Initiatives.

### **POSITION TITLE**

External Affairs Logistics/Education Intern

### **INTERNSHIP RESPONSIBILITIES**

- Develop new strategies to streamline all aspects of the External Affairs Division logistics unit. Responsibilities will focus on the continued development of the inventory management system and asset tracking

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- Help to maintain and increase the capacity of the Divisions' distribution and inventory database
- Assist the External Affairs Unit with events, reporting, and direct mail campaigns
- Provide support regarding inventory requests, deployment, and material distribution for all External Affairs programs
- Provide general support to Ready NY and CERT programs including conducting emergency preparedness presentations at community events and fairs as necessary
- Help with Ready New York presentations/fairs events
- Accompany supervisor to various CERT/Ready New York materials distribution sites including OEM warehouse

#### **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

- Interest in logistics development and asset management
- Interest in emergency preparedness and community relations
- Ability to work effectively with various constituents and in a storeroom/warehouse environment
- Proficiency using Microsoft Office Programs; Word, Excel, Power Point and Outlook
- Ability to prioritize and handle multiple tasks
- Excellent organizational and communication skills
- Three days a week commitment (20 hours)

#### **APPLICATION PROCESS**

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

#### **ADDITIONAL INFORMATION / COMMENTS**

The OEM 2014 Summer Internship Program runs June 2 – August 15, 2014.

For information on NYC OEM, go to [www.nyc.gov/oem](http://www.nyc.gov/oem).

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