

# 2014 NYC SUMMER INTERNSHIP PROGRAM

## OFFICE OF EMERGENCY MANAGEMENT

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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 OEM's Human Services Unit coordinates disaster response planning, training and preparation of NYC public agencies and nonprofit organizations to meet the needs of disaster-impacted New Yorkers. Human Services plans address emergency mass care services including mass feeding, sheltering (for both people and pets), donations and volunteer management, support for special needs populations, and housing recovery.

NYC OEM's Human Services Unit is seeking interns to assist in planning and with the active and ongoing efforts to help New Yorkers affected by disasters. The intern will support all Human Services activities related to planning, preparedness, and recovery.

Activities could include procedural documentation, supplementing emergency plans, and project management. The intern will gain a firm understanding of planning for disasters, plan activation, support, and development, and facilitating partnerships with other organizations.

## **POSITION TITLE**

Human Services Planning Intern

## **INTERNSHIP RESPONSIBILITIES**

General planning support: The Human Services Unit develops and maintains all Human Services related plans as well as other planning materials. The intern will:

- Actively participate in planning sessions and meetings
- Draft emergency procedures with graphics and flowcharts
- Track the completion of action items following meetings
- Provide administrative and planning support during emergency operations

Partnership Development: The Human Services Unit works with Non-Profit and Government agencies to ensure they are prepared should a disaster strike. The intern will:

- Facilitate inter-agency and organization communications
- Assist in the execution of disaster plans as needed
- Assist with the analysis of potential nonprofit partners' capabilities, services and interests
- Update other agency profiles for unit

Project Management: The Human Services Unit continually works on several projects simultaneously to build and maintain our capacity to implement our plans. The intern will:

- Help Human Services manage projects
- Take initiative to help improve efficiency and organization of unit
- Oversee project components and completion of project

The intern will assist and support other team members as needed.

The intern may also volunteer for or suggest additional Human Services projects.

This is an unpaid internship.

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

- Strong written and verbal communication skills
- Ability to work with a variety of personality types
- Highly computer literate and proficient with MS Office Applications
- Ability to work well independently and in a group
- High level of professionalism and organizational skills
- 15 hours minimum per week for the duration of the internship
- Undergraduate or graduate student

## **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>