

CERT Program Intern

Division/Unit: CERT / External Affairs	OEM Employee to Supervise Project: Lauren Ginsberg
How many interns: 1	Education Level: Undergraduate, Graduate
Background on Project: <p>The Community Emergency Response Team (CERT) is a New York City program, managed by NYC OEM, that trains citizens to prepare for and respond to emergencies in their local communities. Teams are comprised of groups of neighborhood and community-based volunteers that undergo an intensive, 11-week training program in disaster preparedness education and basic disaster response skills, such as fire safety, light search and rescue, and medical operations.</p> <p>CERT teams are a crucial day-to-day resource within their communities. After training, they are equipped with the knowledge, skills and ability to inform and educate their neighbors on the importance of disaster preparedness. CERT teams also play a vital role during community emergencies. Following a catastrophic disaster, some neighborhoods may be on their own for a period of time because of the size of the area affected, lost communications, and impassable roads. CERT teams are self-deploying response groups that can begin initial response actions to save lives and protect property within their own community boundaries. Currently, there are 48 teams who have completed training or are in the process of completing training throughout NYC. CERT program partners are FDNY, NYPD, the American Red Cross in Greater New York, and Citizens for NYC.</p>	
Description of Project/ Intern Responsibilities: <p>The NYC CERT Intern, under the direction of the CERT Program Manager will assist with the following:</p> <ul style="list-style-type: none"> • NYC CERT recruitment • Training and refresher courses • Corporate CERT and College/University CERT • Maintenance of existing CERTs throughout the 5 boroughs, including e-mail correspondence and trouble-shooting team issues. • Inventory of equipment • Organizing Team Chief Meetings 	
Requirements/special skills needed: <ul style="list-style-type: none"> • Proficiency using Microsoft Office Programs; Word, Excel, Power Point and Outlook. Knowledge of Access is a plus. • Ability to prioritize and handle multiple tasks • Excellent organizational and communication skills • Interest in emergency preparedness and community relations • Ability to work well independently • Excellent grammar, editing and proofreading skills • Interest in program design and management • Ability to work effectively with various constituents • Good diplomatic skills • Flexibility 	

To apply please send your résumé and cover letter to internships@oem.nyc.gov by February 16,2007. Be sure to put the internship title in the subject line of the e-mail.