

Continuity of Operations Program (COOP) Intern

Division/Unit: Planning & Preparedness/COOP	Supervisor: Director, COOP
Number of Interns: 1	Preferred Education Level: Undergraduate Degree
Description of Unit: The Continuity of Operations Planning (COOP) unit is responsible for coordinating the development and maintenance of continuity of operations plans for 43 NYC agencies as part of a citywide initiative.	
Background on Project: The OEM COOP Team is currently working with an external vendor to migrate the Living Disaster Recovery Planning System application used to maintain and store COOP plans to a new application for approximately 200 users across 43 NYC agencies. Launching the new system is scheduled for the fall 2014.	
Intern Responsibilities: <ul style="list-style-type: none">• Assist the OEM COOP Team with tracking agency progress for maintaining their COOP plans• Assist the OEM COOP Team with tracking agency progress for tabletop exercises• Update documentation for COOP ESF• Develop documentation for COOP Team procedures	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Excellent verbal/written communication skills; interests include continuity planning; knowledge of MS Office suite. <p>This is an unpaid internship. All interns are required to pass a background check.</p> <p>For information on NYC OEM visit www.nyc.gov/oem. To view additional OEM internships, visit http://www.nyc.gov/html/oem/html/about/job.shtml</p>	
Interested Applicants: Please e-mail resume and cover letter to: jobs@oem.nyc.gov	
Due to the number of resumes received, only those candidates under consideration will be contacted.	