

# Logistics Intern

<b>Division/Unit:</b> Technology/Logistics	<b>Supervisor:</b> Benjamin Strong, Logistics Coordinator Sandra Rothbard, Logistics Coordinator
<b>Number of Interns:</b> 2, Project Based	<b>Preferred Education Level:</b> Graduate Student – Logistics, Communications, Emergency Management, and/or Policy-Related Background
<b>Background on Project:</b> <p>The NYC OEM Logistics Unit leads the disaster logistics planning, preparedness, and response efforts for NYC OEM. In coordination with City, State, and Federal agencies, the OEM Logistics Unit is currently spearheading a series of all-hazards logistics projects focused on the following:</p> <ul style="list-style-type: none"> <li>• Coordination – Importance of sharing knowledge and capabilities of each jurisdiction’s resources, scope of planning, and existing assets (to ensure resource requests and jurisdictional aid in the region are effective and efficient).</li> <li>• Resource Tracking – Common resource inventory and tracking standards to support multi-jurisdictional resource tracking, enabling a common operating picture during small and large-scale activations and events. NYCTracker GPS and Inventory Management system for daily and emergency physical resource tracking.</li> <li>• Development of time-phased plans to establish, maintain, manage, and demobilize Base Camp facilities and services that provide lodging, feeding, sanitation, storage, and other support of emergency responders and other response personnel assigned to response and recovery operations.</li> <li>• Management of planning initiatives for the Emergency Fuel Operations program designed to provide first responders and emergency vehicles access to fuel necessary to maintain operations during all-hazards incidents.</li> <li>• Management of the Generator and Dewatering Task Force program designed coordinate dewatering and temporary power missions and to report progress on New York City’s dewatering and generator operations.</li> <li>• Education – Familiarize all partner agencies and jurisdictions with the most recent trends and capabilities in transportation, warehousing, procurement, technology, and logistics program design. This will benefit the city and region in all planning, coordination, and development endeavors, and will give each jurisdiction a common knowledge base</li> </ul>	
<b>Description of Project/Intern Responsibilities:</b> <ul style="list-style-type: none"> <li>• Research, development, and analytical support for the Base Camp Plan</li> <li>• General assistance with the NYCTracker Program</li> <li>• Assist with the development of site plans for Emergency Fuel Operations</li> <li>• Assist with emergency generator and dewatering research and program development</li> <li>• Assist with maintenance and growth of the Citywide Asset and Logistics Management System (CALMS)</li> </ul>	

- Assist with organizing regional meetings and conference calls for smooth functioning and progression of the Citywide Logistics Committee
- Provide assistance with other special projects as needed

**Requirements/Special Skills Needed:**

- Excellent oral communications and written skills
- Strong attention to detail and organization
- Good quantitative and data analysis skills
- Good working knowledge of Microsoft Excel and PowerPoint
- Interest in working with various levels of agency representatives
- Interest in logistics, communications, and interoperability issues
- Interns may be asked to participate in off-site agency meetings and make visits to the OEM Warehouse, emergency fuel sites, and prospective base camp locations

This is an **unpaid** internship.

All interns are required to pass a background check.

For information on NYC OEM visit [www.nyc.gov/oem](http://www.nyc.gov/oem). To view additional OEM internships, visit <http://www.nyc.gov/html/oem/html/about/job.shtml>

**Interested Applicants:**

Please e-mail resume and cover letter to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

**Due to the number of resumes received, only those candidates under consideration will be contacted.**