

Maritime Planning Intern

Division/Unit: Planning & Preparedness/Transportation & Infrastructure	Supervisor: Stephanie Servetz
Number of Interns: 1	Preferred Education Level: Bachelor's Degree
Description of Unit: The OEM Transportation & Infrastructure Unit writes, updates and maintains emergency plans for NYC related to transportation, infrastructure and utility systems. Examples include coastal storm evacuation, debris management, and power disruption plans. This unit also works with regional partners at every level of government to plan for resource sharing, mutual aid and effective communication during regional disasters.	
Background on Project: One regional working group the T&I Unit participates in is the Area Maritime Security Committee (AMSC), specifically as part of the Planning and Preparedness Sub-Committee. The AMSC writes plans and protocols for ensuring safe transit and commerce in the NY harbor. One task that needs to be accomplished this Fall is updates to port partner contacts, passenger vessel capacities and ferry landing configurations. This involves outreach to dozens of port partner and working closely with OEM and the U.S. Coast Guard.	
Intern Responsibilities: This position will include outreach to private, city, state and federal stakeholders within the maritime community. Responsibilities include: <ul style="list-style-type: none"> • Maintenance of the port partner contact information • Site visits to gather updated ferry landing information and outreach to vessel owners and operators to gather updated capacity numbers • Proficiency with MS Excel and Outlook are required for this position • Intern may be asked to assist with other projects in the T&I Unit on an as-needed basis. The intern will work under the supervision of the Senior Program Manager in the T&I Unit. • Approximately 20% of this work will include site visits to ferry landings, meeting with port partners and attending out of office meetings. Intern will travel via subway, ferry or in a vehicle with OEM supervisor. <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>	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Strong communication skills • Must be comfortable interacting with high-level government and military officials • Experience with MS Office programs <p>This is an unpaid internship. All interns are required to pass a background check.</p>	

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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.**