

Health and Medical Intern

Division/Unit: Planning & Preparedness Health and Medical	OEM Supervisor: Martha Kenton
Project-based or Ongoing: Ongoing	Education Level: Undergraduate/Graduate
How many interns: 1	Length of Commitment: Semester
Background: NYC OEM seeks an intern to assist the Health and Medical Unit with the management and organization of the Home Based Care Task Force. The intern will also have the opportunity to work on additional projects with the Health and Medical Unit as they develop.	
About Health and Medical: The mission of the Health and Medical Unit is to support the resiliency of New York City’s medical infrastructure through emergency event planning, information sharing and partnership building. OEM works closely with NYC Department of Health and FDNY-EMS, in addition to other City and State agencies and local non-profit organizations. During emergencies, these partners support the City’s response activities in the Emergency Operations Center (EOC).	
Description of Project/ Intern Responsibilities: The intern will work with members of the Health and Medical Unit on projects including: <ul style="list-style-type: none"> • Maintaining the Home Based Care Task Force membership list • Providing administrative support to subcommittee chairs • Staffing all teleconference and in-person meetings • Working on additional projects to support the Health and Medical Unit 	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Strong writing and verbal communication skills • Comfortable working with MS Word and Excel • Ability to work well independently • Strong level of professionalism • Strong attention to detail and organization • 15-20 hours a week for at least one semester <p style="margin-top: 10px;">This is an <u>unpaid</u> internship.</p>	

Interested Applicants:

Please email resume and cover letter (in MS Word or RTF format)
 and 1-2 samples of work to:
jobs@oem.nyc.gov

OR

Mail resume, cover letter and samples to:
 HR Coordinator
 NYC Office of Emergency Management
 165 Cadman Plaza East
 Brooklyn, NY 11201