

NYC SUMMER INTERNSHIP PROGRAM 2010

NYC OFFICE OF EMERGENCY MANAGEMENT

Training & Exercises
165 Cadman Plaza East
Brooklyn, NY 11201

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AGENCY DESCRIPTION

Established in 1996, the New York City Office of Emergency Management (OEM) plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information.

To accomplish this mission, OEM maintains a disciplined unit of emergency management personnel, including responders, planners, watch commanders, and administrative and support staff, to identify and respond to various hazards.

OEM develops contingency plans that guide New York City's response to natural and man-made emergencies, from extreme weather to labor disputes. Each plan focuses on three components of a disaster: preparedness, initial response, and recovery. The purpose of these plans is to keep New York City safe and, following a disaster, to return residents to their daily routines as quickly as possible.

When a plan is activated, OEM coordinates the skills of City, state, federal, and non-governmental agencies, to ensure the plan is effectively carried out. Large-scale citywide emergencies, like a transit strike or a coastal storm, can require the collaboration of dozens of agencies and thousands of emergency responders. Smaller incidents, such as localized power outages or water main breaks, may only require a handful of agencies to complete restoration.

OEM reviews, tests, and revises these plans as intelligence and resources change. The agency enlists subject matter experts from all City agencies, including the Police and Fire Departments, and other non-city groups to advise on aspects of each plan.

The following links highlight the City's guidelines to handle a few possible emergencies:

- 2009 Hazard Mitigation Plan
- Coastal Storm Plan
- Geographic Information Systems (GIS)
- A New York City Population Analysis
- Utilities Disruptions Guide
- Emergency Flash Flood Plan

UNIT DESCRIPTION

The NYC Office of Emergency Management's Training Unit is looking for a highly motivated individual for its Spring internship program. The Training Unit's mission is to provide OEM personnel with a robust and dynamic training program to build a generation of emergency management professionals with the tools and skills to successfully prepare for, respond to and recover from any emergency.

POSITION TITLE

Training Intern

INTERNSHIP RESPONSIBILITIES

- Assist with the coordination of emergency management trainings
- Support the administration of the OEM Learning Management System (LMS)
- Assist with curriculum development
- Other projects as needed

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Highly motivated, well-organized team player
- High level of proficiency with Microsoft Office
- Excellent writing and interpersonal communication skills
- Ability to work successfully in a group and independently
- Strong work ethic and interest in emergency management and public service

APPLICATION PROCESS

Please email resume and cover letter (in MS Word format) to:
jobs@oem.nyc.gov

or

Mail to:
HR Coordinator
NYC Office of Emergency Management
165 Cadman Plaza East
Brooklyn, NY 11201

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS