

NYC SUMMER INTERNSHIP PROGRAM 2010

NYC OFFICE OF EMERGENCY MANAGEMENT

MIS/Emergency Public Notification
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

Notify NYC is a new service designed to enhance the delivery of emergency and non-emergency information to the public. This service complements existing technologies, such as the Emergency Alert System (EAS) and Emergency Television and Radio Sites (ETVRS). The Notify NYC Desk operates out of OEM's Watch Command, and supported by both OEM Operations and the NYC Department of Information Technology and Telecommunications.

POSITION TITLE

NOTIFY NYC Intern

INTERNSHIP RESPONSIBILITIES

The intern will have the opportunity to assist with business process improvement, customer support, industry research, reporting, program evaluation, project plans for multiple streams of work and other tasks to directly support the Notify NYC Program Office. Responsibilities will be adjusted to meet the needs of the internship, and desires for career experience an intern is seeking.

nyc.gov/internships

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Undergraduate or graduate degree
- Strong written and verbal communications skills
- Strong Microsoft Excel, PowerPoint and Visio

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

Please include 1-2 writing samples.