

# NYC SUMMER INTERNSHIP PROGRAM 2010

## NYC OFFICE OF EMERGENCY MANAGEMENT

Public/Private Initiatives  
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 mission of the Public/Private Initiatives Unit is to support the resiliency of New York City's private sector through information sharing and partnership building. OEM partners with large umbrella organizations that allow the agency to reach many individual companies through one point of contact. During emergencies, these partners support the City's response activities in the Emergency Operations Center. One of OEM's important partners is the Consortium of Private Universities. To enhance the City's understanding of the complex university environments within New York, OEM seeks to collect information about campuses and facilities from its university partners.

The Public/Private Initiatives Unit also manages CorpNet, OEM's primary tool for sharing emergency information with private sector organizations. CorpNet provides business executives with current, accurate information about emergencies to enhance awareness and aid decision-making.

### **POSITION TITLE**

Public/Private Initiatives (Universities) Intern

## **INTERNSHIP RESPONSIBILITIES**

NYC OEM seeks an intern to assist the Public/Private Initiatives Unit with the management of relationships with the City's private colleges and universities, including the collection and organization of geographic and facilities data to support the City in its planning for emergencies. The intern will coordinate with staff at the universities, as well as with OEM's Geographic Information Systems (GIS) unit. The intern will also have the opportunity to work on additional projects with the Public/Private Initiatives Unit as they come up.

The intern will work with members of the Public/Private Initiatives Unit on projects including:

- Liaising with emergency management staff at NYC's universities
- o Collecting and organizing campus and facilities data
- o Promoting other agency programs in support of private universities
- Working on additional projects to support the Public/Private Initiatives Unit, including
- o Maintaining the CorpNet distribution list.
- o Analyzing the content of CorpNet messages and suggesting improvements to the system.
- o Analyzing OEM's partnerships with private sector organizations and exploring effective ways to visually/graphically represent these partnerships.

## **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

- Strong writing and verbal communication skills
- Comfort working with MS Word and Excel
- Ability to work well independently
- Strong level of professionalism
- Strong attention to detail and organization
- 18 hours a week for the duration of the summer program (minimum of three appearances per week)
- Experience working with graphics is a plus

This is an unpaid internship.

## **APPLICATION PROCESS**

Please email resume and cover letter (in MS Word format) and 1-2 samples of work to:

[jobs@oem.nyc.gov](mailto: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**