

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 private sector umbrella organizations to represent the needs of their industries and to support the City's response activities in the Emergency Operations Center. OEM seeks to leverage social networking and Web 2.0 technology to create a virtual network that will allow the agency to reach new organizations, facilitate information-sharing, and foster productive back-and-forth discussion between the public and private sectors. Such a virtual public/private network will be breaking new ground in emergency management and has the potential, if it succeeds, to be a significant achievement.

POSITION TITLE

Public/Private Initiatives (Networking) Intern

INTERNSHIP RESPONSIBILITIES

NYC OEM seeks an intern to assist the Public/Private Initiatives Unit with the development and launch of a new virtual networking tool for emergency managers and private sector business continuity professionals. The intern will 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:

- Developing and launching a public/private virtual network
- o Exploring new ways to use social networking tools in a city government context
- o Updating the network with interesting and useful content
- o Developing a marketing plan to make the site attractive to its target audiences
- Working on additional projects to support the Public/Private Initiatives Unit, including:
 - o Assisting with small business emergency preparedness education
 - o Assisting with preparations for National Preparedness Month private sector programs
 - o Assisting with other projects as needed

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Strong writing and verbal communication skills
- Strong internet research skills
- Comfort working with MS Word, Excel
- Familiarity with social networking sites such as Facebook, MySpace, etc.
- 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)
- The intern does not need to have a computer science background, though familiarity with HTML 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

or

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

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

Enter Your Additional Information / Comments