

# Public/Private Initiatives Intern

<b>Division/Unit:</b> External Affairs Public/Private Initiatives	<b>OEM Supervisor:</b> Ira Tannenbaum
<b>Project-based or Ongoing:</b> Ongoing	<b>Education Level:</b> Undergraduate or Graduate
<b>How many interns:</b> 1	<b>Length of Commitment:</b> Semester

## Background:

NYC OEM seeks an intern to assist the Public/Private Initiatives Unit with the management and analysis of its CorpNet emergency notification system for private sector organizations and with the analysis of its partnerships with private sector organizations. The intern will also have the opportunity to work on additional projects with the Public/Private Initiatives Unit as they come up.

## About Public/Private Initiatives:

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. CorpNet, OEM's primary tool for sharing emergency information with private sector organizations, provides business executives with current, accurate information about emergencies to enhance awareness and aid decision-making.

## Description of Project/ Intern Responsibilities:

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

- Maintaining the CorpNet distribution list
- Analyzing the content of CorpNet messages and suggesting improvements to the system
- Analyzing OEM's partnerships with private sector organizations and exploring effective ways to visually/graphically represent these partnerships
- Working on additional projects to support the Public/Private Initiatives Unit

## Requirements/Special Skills Needed:

- 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
- 10-20 hours a week for at least one semester
- Experience with animation and motion graphics a plus

This is an unpaid internship.

## Interested Applicants:

Please email resume and cover letter (in MS Word or RTF format) plus 1-2 samples of work (as PDF or live link) to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

OR

Mail resume and cover letter plus samples to:

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