

# External Affairs

## Community Outreach Intern

<b>Division/Unit:</b> External Affairs	<b>Supervisor:</b> Herman Schaffer
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Undergraduate, Graduate
<p><b>Background on Project:</b></p> <p>NYC OEM's External Affairs unit oversees the agency's community outreach and emergency preparedness activities. Major programs within OEM's Community Outreach Unit are Community NYC Citizen Corps Council, Emergency Response Teams (CERT) and Cross-Cultural Outreach.</p> <p>The <b>NYC Citizen Corps Council</b>, part of a national initiative, brings together over 50 local leaders from community organizations, government, the private sector, and volunteer programs to promote grassroots emergency preparedness and volunteerism. The Council's goal is to enable New Yorkers to prepare for, respond to, and recover from disasters through its Special Needs, Immigrant and Limited English Proficient, Youth, and Disaster Volunteer Task Forces.</p> <p>The <b>Community Emergency Response Team (CERT)</b> program trains citizens to prepare for and respond to emergencies in their local communities. Teams are comprised of neighborhood volunteers who undergo an intensive, 11-week training in disaster preparedness and basic disaster response, such as fire safety, light search and rescue, and medical operations.</p> <p>The <b>Cross-Cultural Outreach</b> program works to develop and implement a comprehensive outreach plan that will seek to engage and maintain a network of contacts throughout New York City's diverse immigrant populations.</p>	
<p><b>Description of Project/Intern Responsibilities:</b></p> <p>The community outreach intern will work with members from the above three programs on the following projects:</p> <ul style="list-style-type: none"> <li>○ Citizen Corps Council promotional material development.</li> <li>○ Citizen Corps Council Youth Program planning.</li> <li>○ Help plan, research, and implement the Citizen Corps Council English as a second language (ESL) program.</li> <li>○ Implementation of the CERT Tracker, a new volunteer management system.</li> <li>○ Help implement new ID management system for CERT volunteers.</li> <li>○ Some administrative work and data entry as needed.</li> </ul>	

**Requirements/Special Skills Needed:**

- Proficiency using Microsoft Office Programs; Word, Excel, Power Point and Outlook.
- Ability to prioritize and manage several projects simultaneously
- Excellent organizational and communication skills
- Interest in community outreach and emergency preparedness
- Ability to work with a wide variety of stakeholders
- Interest in program design and management
- 10-20 hours a week for at least one semester.
- Facility in a second language a plus, but not required.

The majority of the internship will take place at the main OEM facility. However, the intern may be required to attend outside meetings with partners and attend trainings as scheduled.

This is an unpaid internship.

**Interested Applicants:**

E-mail resume and cover letter to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

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