

NYC SUMMER INTERNSHIP PROGRAM 2010

NYC OFFICE OF EMERGENCY MANAGEMENT

External Affairs
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.

UNIT DESCRIPTION

The NYC Office of Emergency Management's (OEM) External Affairs Division works to develop sustainable community networks in the City. OEM's External Affairs Unit oversees the agency's communications, community outreach, and emergency preparedness activities. Major programs within the external affairs unit include the NYC Citizen Corps Council, Community Emergency Response Teams (CERT), Ready New York, and Public-Private Initiatives.

POSITION TITLE

External Affairs Logistics/Education Intern

INTERNSHIP RESPONSIBILITIES

- Assist the External Affairs unit with ongoing community outreach programs and events, direct mailings and program coordination.
- Provide general support to the Ready NY education campaign and assist with CERT volunteer management.
- Develop and improve strategies for units logistics including ongoing post-training classes, and refresher exercises.
- Write and edit correspondence from NYC.gov website.
- Support emergency preparedness presentations at community events and fairs.
- Assist with credentialing volunteers, including data entry.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Proficiency using Microsoft Office Programs; Word, Excel, Power Point and Outlook.

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- Ability to prioritize and handle multiple tasks.
- Excellent organizational and communication skills.
- Interest in emergency preparedness and community relations.
- Ability to work effectively with various constituents.
- Three days a week commitment.

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

Intern is required to appear a minimum of 3 days per week (18 hours).