

# NYC SUMMER INTERNSHIP PROGRAM 2010

## NYC OFFICE OF EMERGENCY MANAGEMENT

Human Services Unit  
165 Cadman Plaza East  
Brooklyn, NY 11201

**Contact:** Kristine Gregorek  
**Phone:** (718) 422-8924  
**Fax:** (718) 422-8456  
**Email:** jobs@oem.nyc.gov

### 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 NYC OEM's Human Services Unit produces plans that describe operations for the provision of human services as part of disaster response and recovery. Human Services plans with components in development or recently completed address mass care responsibilities including mass feeding, sheltering (for both pets and people), donations and volunteer management, support for special needs populations, and housing recovery. Ongoing work is focused on strengthening relationships between City agencies, non-profit agencies or VOADs that provide critical human services.

### POSITION TITLE

Housing Recovery Framework Intern

### INTERNSHIP RESPONSIBILITIES

NYC OEM Human Services Unit seeks an intern to perform a housing services analysis of the Voluntary Organizations Active in Disaster (VOADs). These projects require technical, administrative and information design skills. Candidates will have the opportunity to shape their own projects with the direction of OEM's project managers.

Responsibilities:

- Establish NYC VOAD Housing Group Framework
- Analyze capabilities and services of 40 existing VOADs that provide housing-related services
- Identify additional services necessary for housing recovery that are not currently filled by these 40 VOADs
- Research organizations outside the known 40 that may be able to provide these services [initial list has been established] and create a list of potential members
- Create documentation that describe roles of a VOAD Housing Group and presents advantages of membership in this group
- Liaise with current VOAD leadership to guide creation of this housing group

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

- Strong written and verbal communication skills
- Ability to communicate with a variety of personality types
- Highly Proficient in Desktop Publishing and with MS Office Applications (Information Design knowledge a plus)
- Ability to work well independently
- High level of professionalism and organizational skills
- 20 hours per week (June 1st – August 13<sup>th</sup>)

**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**

Intern is required to appear a minimum of 3 days per week.