

Ready New York – Kids Program Intern

Division/Unit: External Affairs – Ready New York	Supervisor: Keisha Husbands
Number of Interns Needed: 1	Preferred Education Level: Undergraduate
Background on Project: As part of the City’s Ready New York preparedness campaign, the Ready New York for Kids program is designed to empower and educate children about the importance of planning and preparing for emergencies. The program works in partnership with the Department of Education to bring preparedness into the classroom by conducting assemblies, workshops, and parent/staff meetings. We are seeking an intern to assist with community outreach efforts with a focus on program coordination and expansion.	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none"> • Assist Ready New York Outreach Coordinator with development, scheduling, and logistics of preparedness events in the field. • Provide emergency preparedness presentations to the public. • Assist with program evaluation and development of new evaluation tools. • Liaise with public, private and religious school personnel to set up partnerships and events • Create Ready New York displays to promote awareness of the program • Attend and assist with Ready New York board meetings. • Other duties include support of Ready New York program and other special projects as assigned, etc. 	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Excellent written and verbal skills • Articulate and highly motivated • Good interpersonal skills • Interest in social marketing and public education • Interest in working with all communities within New York City. • Foreign language a plus, but is not required <p style="margin-left: 20px;">This is an <u>unpaid</u> internship.</p> <p style="margin-left: 20px;">Intern will attend community events and meetings as needed. Transportation will be provided via OEM.</p>	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	