

# Training Intern

<b>Division/Unit:</b> Training & Exercises	<b>Supervisor:</b> Nick Matthews
<b>Number of Interns Needed:</b> 2	<b>Preferred Education Level:</b> Undergraduate/Graduate student
<b>Background on Project:</b> The OEM Training Unit is looking for highly motivated individuals for its fall internship program. The OEM Training Unit's mission is to provide emergency management personnel with a dynamic training program and tools to successfully prepare for, respond to, and recover from emergencies.	
<b>Description of Project/Intern Responsibilities:</b> The fall intern will work closely with interagency training coordinators to develop and improve emergency management-related training programs. Responsibilities will include: <ul style="list-style-type: none"><li>▪ Curriculum development</li><li>▪ Graphic design</li><li>▪ Training coordination</li></ul>	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"><li>▪ Excellent writing and editing skills</li><li>▪ Instructional design, training, and/or adult education experience</li><li>▪ Graphic design; familiarity with design software</li><li>▪ High level of proficiency with Microsoft Office</li><li>▪ Highly-motivated, well-organized team player</li><li>▪ Strong work ethic</li><li>▪ Interest in emergency management or government</li><li>▪ 15-20 hours/week</li></ul> <p>Intern may be required to attend trainings or exercises outside of OEM's main building. If necessary, transportation will be provided.</p>	
<b>Interested Applicants:</b> E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a> Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	