

Planning Research and Evaluation Program (PREP) Intern

Division/Unit: Planning and Preparedness/ Plan Management	Supervisors: James Cho/Carmela Morada
Number of Interns Needed: 3	Preferred Education Level: Undergraduate or Graduate
<p>Background on Project: NYC OEM seeks a group of interns to assist the Planning and Preparedness division with research and assessment of information critical to planning. The Planning Research and Evaluation Program (PREP) team will work collaboratively to analyze large amounts of information and present various topics to Planning and Preparedness. The PREP team will begin focusing efforts on CBRNE and building a collection of standards and protocols.</p> <p>About Planning and Preparedness: Planning and Preparedness 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. Plans coordinate the skills of City, state, federal, and non-governmental agencies, to ensure the plan is effectively carried out.</p>	
<p>Description of Project/Intern Responsibilities: The PREP interns will work with members of Plan Management on projects including:</p> <ul style="list-style-type: none"> • Identifying and compiling best practices and industry standards on particular emergency management topics, including WMD and radiological emergency response • Surveying websites and online courses from various organizations and governmental entities • Conducting research on risk analysis and providing recommendations to Planning & Preparedness Division • Determine research gaps in emergency management and present findings to relevant stakeholders • Write briefing memos and proposals • Additional responsibilities as required 	
<p>Requirements/Special Skills Needed:</p> <ul style="list-style-type: none"> • Research experience • Quantitative and data analysis skills • Interest in emergency preparedness • Strong writing and verbal communication skills • Ability to work well in group settings • Strong level of professionalism • Strong attention to detail and organization 	

- 15-20 hours a week for summer 2011 semester

This is an unpaid internship.

Background check is required for all interns.

Interns may be invited to off-site meetings which would require that they either take public transportation or ride with other OEM employees in an OEM vehicle.

Interested Applicants:

E-mail resume and cover letter (in MS Word) to: jobs@oem.nyc.gov

Or mail to: HR Coordinator

NYC Office of Emergency Management

165 Cadman Plaza East

Brooklyn, NY 11201

Please indicate which position you are applying to.