

# Community Emergency Response Team (CERT) Program Intern

<b>Division/Unit:</b> External Affairs/CERT	<b>Supervisor:</b> Alec Glucksman
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Undergraduate/College Graduate
<b>Background on Project:</b> The NYC OEM Community Emergency Response Team (CERT) Program is seeking an intern to organize, develop, and support team-based community volunteers dedicated to emergency preparedness and response.	
<b>Description of Project/Intern Responsibilities:</b> The intern will assist CERT staff in all manners of program management, and will have a hand in many different areas. The individual: will assist staff in preparing for trainings and events, and follow up with ensuring that the volunteers get proper credit for the time served; gather news and information from teams, and produce the CERT newsletter; update and implement the revised CERT training curriculum; and work with program leadership to create and implement strategies to grow and build program sustainability.	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"><li>• Superior written and verbal communications skills.</li><li>• Proficiency with MS Office.</li><li>• Proficiency in other languages is a plus.</li><li>• Experience working with community groups or volunteers is a plus.</li><li>• Ability to prioritize and manage several projects simultaneously.</li></ul> <p>The intern may, if he or she chooses, attend CERT team meetings, trainings, planned events, and/or simulations off-site. The decision is up to the individual based upon his or her desire and schedule. Transportation would be either by OEM pool vehicle or public transportation.</p> <p>This is an <u>unpaid</u> internship for the fall 2011 semester.</p> <p>Background check is required.</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	