

# Legal Intern

<b>Division/Unit:</b> Legal Affairs	<b>Supervisor:</b> Stella Guarna, Deputy Commissioner for Legal Affairs
<b>Number of Interns Needed:</b> (1)	<b>Preferred Education Level:</b> Law school student at the 2L or 3L level
<b>Background on Project:</b> The NYC Office of Emergency Management (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.	
<b>Description of Project/Intern Responsibilities:</b> OEM Legal seeks an intern to create a Citywide Plans Database; to review said plans, redact where appropriate and finalize redacted documents in anticipation of Freedom of Information Law ("FOIL") requests. This project requires the organization of confidential records, as well as careful and meticulous document review and redaction. Work on this document collection and review project will require the intern to interface with the various OEM Planning subdivisions. At the project's completion, the intern will present to OEM Legal a memorandum enumerating any and all document redactions and their justifications.  This internship will also provide the candidate with the opportunity to work on OEM internal and external policy, including, but not limited to safety and health/employment issues, and legislative affairs, via the OEM Policy Committee. Work on the various policy projects will involve attending meetings with multiple OEM committees and extensive legal and legislative research.	
<b>Requirements/Special Skills Needed:</b> The internship requires a candidate with: <ul style="list-style-type: none"><li>• legal and legislative research skills</li><li>• the ability to set and keep stringent deadlines</li><li>• the capacity to conduct themselves professionally and communicate effectively in meetings</li><li>• knowledge of New York Freedom of Information Law (Public Officers Law §87 et. seq.) is preferred</li><li>• document redaction experience is recommended and preferred</li></ul> The intern will be required to sign a confidentiality agreement with regard to all records reviewed and created during the internship. Per this agreement, the intern will not be permitted to maintain copies of any writing created during and/or relating to the project.  Only candidates with high ethical standards and who have successfully completed a Professional Responsibility course will be considered.	

This is an unpaid internship.

A 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 to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

Or mail to: HR Coordinator  
NYC Office of Emergency Management (OEM)  
165 Cadman Plaza East  
Brooklyn, NY 11201