



# Regional Logistics Program

New York • New Jersey • Connecticut • Pennsylvania

## **RCPGP Regional Logistics Program: 2011 Internship Opportunities**

The Regional Catastrophic Preparedness Grant Program (RCPGP) is looking for highly motivated individuals to join the Regional Logistics Program as Planning Interns.

### **Who Are We?**

The Regional Catastrophic Preparedness Grant Program (RCPGP) is a Department of Homeland Security initiative established in 2008 to encourage collaborative emergency planning in America's largest regions. The RCPGP has three primary goals:

- Fix Shortcomings in Existing Plans
- Build Regional Planning Communities
- Link Operational and Capabilities-Based Resource Planning

The regional project site for New York City and Northern New Jersey also includes Long Island, several New York counties, and parts of Connecticut and Pennsylvania. With a population of 22,000,000 people, this region is home to nearly 1 in every 14 Americans.

**The Regional Logistics Program (RLP)** is an initiative within the RCPGP designed to link resources, expertise and information among participating jurisdictions in NY, NJ, PA and CT. By creating a shared system and strengthening regional partnerships, the Region optimizes its ability to manage resources and respond to a catastrophic incident. The RLP focuses on four core components: planning, information-sharing, resource management and the establishment of highly trained emergency response logistics teams.

### **Who Can Apply?**

- Undergraduate/graduate students/recent graduates of Emergency Management related fields of study
- Individuals with an interest in Logistics Planning
- All candidates should possess the following skills:
  - Excellent writing and editing abilities
  - Detail oriented, organized
  - Proficiency with standard office computer and web applications (Outlook, Internet Explorer, Word, Excel, PowerPoint)

### **Time Commitment & Details**

- The internship period begins the second week in January 2011 and continues through May 2011.
- Interns are expected to work 10-15 hours per week during normal business hours (Mon-Fri, 9am-5pm)
- Internships are unpaid.

### **How to apply**

To apply, please send a resume and cover letter to Detgen Bannigan, Program Planning Associate, at ([dbannigan@regionalcatplanning.org](mailto:dbannigan@regionalcatplanning.org)). Please include the titles of the positions that interest you in the subject line of your e-mail. Position titles and descriptions are listed on the following page.

**Application Deadline: 5pm, December 23, 2010**

## Regional Logistics Program Intern Positions

There are eight (8) intern positions available at this time. An overview of each is provided below.

| Title   | Positions Available | Key Responsibilities  | Additional Skills   |
|---|---------------------|---|---|
| <b>Regional Logistics Transportation Intern</b>             | 1                   | <ul style="list-style-type: none"> <li>✓ Review and organize qualitative and quantitative information relating to waterway and trucking infrastructure throughout the Region</li> <li>✓ Conduct research on the region's waterway and trucking infrastructure</li> <li>✓ Assist with reviewing and validating waterway and trucking information and reports, and provide recommendations for improvement</li> <li>✓ Review existing transportation data and generate recommendations for ways to integrate into Logistics Program documents</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Experience studying or working in transportation related fields a plus</li> </ul>  |
| <b>Regional Logistics Data Intern</b>                       | 2                   | <ul style="list-style-type: none"> <li>✓ Research and identify best practices for data entry and management</li> <li>✓ Assist in drafting guidelines for data entry and database management</li> <li>✓ Collect, manage and analyze data</li> <li>✓ Assist in developing and maintaining a database</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Previous experience using databases required; experience creating simple databases a plus</li> <li>✓ Experience using Geographical Information Systems (GIS) software or query functionality a plus</li> </ul> |
| <b>Regional Logistics Receiving and Distribution Intern</b> | 1                   | <ul style="list-style-type: none"> <li>✓ Research Staging Area site assessment techniques and best practices</li> <li>✓ Draft guidance on how to assess sites for Staging Areas</li> <li>✓ Identify key trends in Staging Area management</li> <li>✓ Assist with the development and review of sections of a Staging Area document, including planning work process flows and organization structure</li> <li>✓ Review and draft summaries of Staging Area plans and associated documents</li> <li>✓ Research common contract needs, identify contractors (including 3PL service providers, common carriers) to meet needs, and research innovative business agreements for further capacity planning.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Previous experience with supply chain management, procurement / material management, 3PL / logistics industry a plus</li> </ul>  |
| <b>Regional Logistics Technology Intern</b>                 | 1                   | <ul style="list-style-type: none"> <li>✓ Provide research support and programmatic support into field tracking and deployable technologies.</li> <li>✓ Identify data flows for the resource request and deployment process</li> <li>✓ Investigate feasibility of options to support staging area-oriented information exchange using research on inventory management systems, electronic data interchange (EDI) and field-deployable tracking technologies</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Strong computer skills and comfort using unfamiliar technology systems needed</li> <li>✓ Knowledge of database programs and administration, and familiarity with application development a plus</li> </ul>     |

| Title  | Positions Available | Key Responsibilities   | Additional Skills   |
|--|---------------------|--|---|
| <b>Regional Logistics EOC Intern</b>                       | 1                   | <ul style="list-style-type: none"> <li>✓ Conduct research on best practices in Emergency Operations Center (EOC) Logistics Operations</li> <li>✓ Assist with updating documents</li> <li>✓ Assist with the development of sections of the new Regional Logistics Center Plan</li> <li>✓ Assist with training and exercise development for different Logistics courses</li> </ul> | <ul style="list-style-type: none"> <li>✓ Previous experience creating trainings and strong MS Powerpoint skills a plus</li> </ul>                             |
| <b>Regional Logistics Event Planning Intern</b>            | 1                   | <ul style="list-style-type: none"> <li>✓ Assist with the management of an online conference registration system</li> <li>✓ Assist with private sector partner underwriting and booth space management</li> <li>✓ Assist with preparation for a regional Conference of two hundred emergency managers</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Previous event planning experience and familiarity with MS Visio a plus</li> </ul>                                   |
| <b>Regional Logistics Research &amp; Evaluation Intern</b> | 1                   | <ul style="list-style-type: none"> <li>✓ Review documents and survey websites relevant to the Regional Logistics Program</li> <li>✓ Generate document summaries and key points</li> <li>✓ Identify research gaps</li> <li>✓ Prepare presentations on research findings</li> <li>✓ Write briefing memos and proposals</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Excellent writing skills</li> <li>✓ Experience conducting research at the undergraduate or graduate level</li> </ul> |