

# Exercises Intern

<b>Division/Unit:</b> Training & Exercises/Exercises	<b>OEM Supervisor(s):</b> John Grimm
<b>Project-based or Ongoing:</b> Ongoing	<b>Education Level:</b> Undergraduate/Graduate
<b>Date Available:</b> January 2012	<b>Expiration date:</b> None
<b>How many interns:</b> 1	<b>Length of Commitment:</b> Spring 2012 semester
<b>Background:</b> The Exercise unit at NYC OEM coordinates interagency exercises with NYC agencies and promotes the City Incident Management System (CIMS).  Exercises seeks an intern to help support: <ul style="list-style-type: none"> <li>• Interagency exercises</li> <li>• Document production</li> <li>• Exercises 101 Class and PowerPoint production</li> </ul>	
<b>Description of Project/ Intern Responsibilities:</b> The Exercises intern will assist with a range of projects and tasks including: <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Support exercises, drills, tabletops and workshops</li> <li>• Produce documents for exercises</li> <li>• Assist with development of an Exercises 101 curriculum</li> <li>• Conduct a count of the exercise supply inventory</li> <li>• Assist the team with exercise evaluation</li> <li>• Work with agency partners to improve NYC's ability to respond to incidents</li> <li>• Learn about the benefits of exercises and the federal guidelines to create exercises</li> </ul> <p>We are looking for a motivated individual who takes initiative and is not afraid to work with large groups of people. This person should also be comfortable taking direction and working on projects by themselves.</p>	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"> <li>• Strong writing skills</li> <li>• Attention to detail</li> <li>• Knowledge of NYC agency standard operating procedures</li> <li>• Ability to work in a fast paced environment</li> <li>• Background check required</li> </ul> <p>The Exercises intern will be required to leave the building for exercises and may be asked to work during non-traditional office hours. Exercises are often conducted during times that avoid causing disruptions to the community.</p> <p>This is an <u>unpaid</u> internship for the spring 2012 semester.</p>	

**Interested Applicants:**

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

Or mail to:

HR Coordinator  
NYC Office of Emergency Management  
165 Cadman Plaza East  
Brooklyn, NY 11201