

Human Services Coordination Intern

Division/Unit: Human Services	OEM Employee to Supervise Project: Michael Schultz
How many interns: 1	Education Level: Undergraduate Degree (may be currently pursuing)
<p>Background on Project: NYC OEM Human Services Unit is responsible for outreach to key non-profit partners and also management of staffing, training and facilities for many NYC OEM plans. We are seeking an intern to conduct multiple projects of planning, outreach, information management and coordination. The intern may also volunteer to take on additional projects related to Human Services as needed.</p> <p>About OEM Human Services: The NYC OEM's Human Services Unit produces plans that describe operations for the provision of human services as part of disaster response and recovery. Human Services plans with components in development or recently completed address mass care responsibilities including mass feeding, sheltering (for both pets and people), donations and volunteer management, support for special needs populations, and housing recovery. Ongoing work is focused on strengthening relationships between City agencies and non-profit organizations that provide critical human services.</p>	
<p>Description of Potential Projects/Intern Responsibilities:</p> <p>Project 1: General planning support. As part of the Planning and Preparedness division, it is the Human Services Unit's responsibility to draft and maintain all Human Services related plans as well as other planning materials. Additionally Human Services is heavily involved in the Regional Catastrophic Planning Grant Program (RCPGP) planning initiatives. The intern will:</p> <ul style="list-style-type: none"> • Participate in planning sessions and meetings • Contribute plan documentation components • Design and develop infographics complementary to planning documents <p>Project 2: Outreach and information updates for Human Services communication resources such as the Advance Warning System. Each member agency requires a specific point of contact which must be maintained. The intern will:</p> <ul style="list-style-type: none"> • Identify points of contact for member agencies through phone and email contact • Update points of contact for member agencies in websites, spreadsheets or databases • Additional outreach to new organizations may be requested <p>Project 3: Assist in the management of the Human Services training initiatives and technology. Each year the OEM Human Services Unit oversees the training of employees from 19 different city agencies to function as emergency staff in the event that the Coastal Storm Sheltering Plan is activated. The intern will:</p> <ul style="list-style-type: none"> • Assist in managing Learning Management Systems • Assist in managing online and other training courses • Assist in capturing and managing information • Interact with city agency liaisons and training staff <p>Project 4: Finalize development of the Human Services Emergency Support Function 6 Emergency Operations Center Guidebook. The intern will:</p>	

- Review and understand NYC OEM emergency plans
- Identify Human Services specific functions in each plan
- Distill these into a single resource easily understood by anyone stepping into the Human Services role during an emergency activation
- Finalize the design and usability of this document and produce multiple copies

The intern may also volunteer for or suggest additional Human Services projects.

Requirements/Special Skills Needed:

- Strong written and verbal communication skills
- Ability to communicate with a variety of personality types
- Highly computer literate and proficient with MS Office Applications
- Ability to leverage existing or simple technology solutions
- Ability to work well independently
- High level of professionalism and organizational skills
- Knowledge of web development, web design, application development, database management or coding is beneficial
- 15-20 hours per week required
- Background check required

This is an unpaid internship for spring 2012.

Interested Applicants:

Please email resume and cover letter (in MS Word) plus 1-2 samples of work to:

jobs@oem.nyc.gov

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