

Logistics Intern

Division/Unit: Planning & Preparedness/Logistics	Supervisors: Erin Bores, Logistics Coordinator
Number of Interns Needed: 1-3, Project-Based	Preferred Education Level: Undergraduate or Graduate Student (Logistics, Communications, Emergency Management, and/or Policy-Related Background)
Background on Project: <p>The NYC OEM Logistics Unit is currently spearheading a joint coordination and planning/preparedness effort with the NYC Citywide Logistics Committee (CLC) and the Urban Area Working Group (UAWG) for all logistics issues related to NYC and the Downstate Region (NYC, Westchester, Nassau, Suffolk), respectively. Additionally, a combination of City level and regional projects will focus on the following:</p> <ul style="list-style-type: none"> • Raise and address logistics issues that impact Urban Area Working Group (UAWG) partners. • Focus on issues that impact two or more partners and/or have the potential to cross jurisdictional lines during a response. • Further target issues include: <ul style="list-style-type: none"> ○ Coordination – Importance of sharing knowledge and capabilities of each jurisdiction’s resources, scope of planning, and stockpiles (to ensure resource requests and jurisdictional aid in the region are effective and efficient). ○ Communications for Mutual Aid Requests - Clear, concise methods for communicating mutual aid requests to adjoining jurisdictions must be developed to reduce response times and discrepancies. ○ Pre-Scripted Mission Assignments (PSMAs) - Standardized requests to ensure interoperability between jurisdictions and well-organized resource management. ○ Transportation Network for Mutual Aid - Identify possibilities for utilizing the transportation networks and/or infrastructure of other municipalities in support of disaster relief. This includes roads, rail, shipping, and air assets. ○ Staging Areas and Commodity Distribution Points (CDP) – Share staging area/CDP planning considerations, recommendations, and layouts to advance the development of a regional concept of operations (CONOPS) document and for implementation of best practices. ○ Education – Familiarize all jurisdictions with the most recent trends and capabilities in transportation, warehousing, procurement, and technology. This will benefit the region in all planning, coordination, and development endeavors, and will give each jurisdiction a common knowledge base. • These efforts, along with other NYC-related logistics tasks, require comprehensive logistical, communications, and interoperability components that are essential for smooth-functioning and effective operations for such scenarios. 	

Description of Project/Intern Responsibilities:

- Research and analytic support for regional emergency stockpile development, resource tracking, resource ordering and procurement, and other projects as needed.
- Assist with maintenance and growth of the Citywide Asset and Logistics Management System (CALMS).
- Assist with organizing regional meetings and conference calls for smooth functioning and progression of the UAWG-Logistics Committee.
- Support logistics site visits and inventory updating at key sheltering facilities around New York City.
- Assist with development of the Commodity Distribution Point Plan and Manual
- Assist with other NYC-related logistics issues (i.e. Staging Area Plan, Citywide Logistics Guide, and Logistics Center Plans) as necessary.
- Assist in drafting an Emergency Support Function (ESF) Checklist for standing up the NYC Logistic Center in the Emergency Operations Center (EOC).
- Provide assistance with other special projects as needed.

Requirements/Special Skills Needed:

- Excellent oral communications and written skills.
- Good quantitative and data analysis skills.
- Good working knowledge of Microsoft Excel, PowerPoint, and Access.
- Interest and comfort in working with various levels of agency representatives.
- Interest and comfort in logistics, communications, and interoperability issues.
- Strong attention to detail and organization.
- Background check required.

Interns will not be required to leave OEM on a set schedule; however, interns may be asked to participate in off-site agency meetings and make visits to the OEM Warehouse and OEM stockpile locations with OEM Logistics Unit staff.

This is an unpaid internship for the spring 2012 semester.

Interested Applicants:

E-mail resume and cover letter to: jobs@oem.nyc.gov

Mail to: HR Coordinator

NYC Office of Emergency Management

165 Cadman Plaza East

Brooklyn, NY 11201