

Procurement Intern

Division/Unit: Procurement Unit	Supervisor: Erika Yan, Director of Procurement
Number of Interns Needed: 1	Preferred Education Level: Undergraduate/Graduate Level
Background on Project: In December 2005, New York City instituted a new Minority and Women Owned Business Enterprise Program (M/WBE) that require city agencies to meet targeted utilization goals for minority and women-owned businesses to compete for and win city contracts. OEM plans to implement an agency-wide initiative that informs and educates the agency's staff about the M/WBE program and delineates the staff's responsibilities in fulfilling the program's key objectives. OEM seeks one (1) intern to assist in developing and promoting this initiative.	
The Procurement Unit: The Procurement Unit is responsible for securing goods and services for OEM. The unit works with program units in developing specifications, researching existing government contracts, drafting solicitation documents, and working with oversight agencies to develop required documents.	
Description of Project/Intern Responsibilities: The intern will: <ul style="list-style-type: none">▪ Develop an agency-wide plan that specifies the agency's M/WBE objectives, the program unit's roles in attaining these goals, and mechanisms to ensure compliance▪ Create both a multimedia based presentation and a guide to inform and educate the agency's program units about how to accomplish the agency's M/WBE goals In addition to this main project, the intern will be responsible for: <ul style="list-style-type: none">▪ General administrative work including creating and maintaining important documents and spreadsheets▪ Other projects as needed The procurement intern will be given an overview of New York City's procurement process. Interns will learn about the City's Procurement Policy Board (PPB) rules and other pertinent laws, rules and procedures.	
Requirements/Special Skills Needed: <ul style="list-style-type: none">▪ Excellent oral and written communication abilities▪ Strong analytical reasoning skills▪ Sound organizational skills▪ Highly proficient with Microsoft Office programs including Word, Excel, PowerPoint, and Outlook▪ High level of professionalism▪ Ability to work independently▪ 15-20 hrs per week required▪ Background check required	
This is an unpaid internship for the spring 2012 semester.	
Interested Applicants: E-mail cover letter, resume, and a writing sample to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	