

Community Outreach Intern

Division/Unit: External Affairs	Supervisor: Justin Land
Number of Interns Needed: 1	Preferred Education Level: Undergraduate or Graduate
Background on Project: The NYC Citizen Corps Council is part of the national Citizen Corps initiative to bring together local leaders from community organizations, government, the private sector, and volunteer programs. Through several outreach initiatives, the Council promotes grassroots emergency preparedness and volunteerism and helps enable New Yorkers to prepare for, respond to, and recover from disasters. Additional information about the NYC Citizen Corps Council can be found at www.NYC.gov/citizencorps .	
Description of Project/Intern Responsibilities: The intern will work with the Community Outreach Coordinator in the development and implementation of collaborative NYC Citizen Corps Council projects, including volunteer workshops (Volunteer Development Program), youth outreach, Immigrant Task Force Speaker Series, and National Preparedness Month. In addition, the intern will play a critical role in making the NYC Citizen Corps Council's communication systems more effective in reaching organizations, volunteers, and New Yorkers. The intern will at times be required to attend meetings and events off-site with OEM staff. This is an <u>unpaid</u> internship. Summer Internship Program is June 4 – August 10, 2012. For more information on OEM, go to www.nyc.gov/oem .	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Excellent verbal and written communication skills, including editing• Ability to work well under pressure• Superior project and event management skills• Excellent meeting and time management skills• Interest in community outreach and emergency preparedness• Background check required	
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	