

Emergency Operations Center (EOC) Intern

Division/Unit: Training & Exercises	Supervisor: Nick Matthews
Number of Interns Needed: 1	Preferred Education Level: Current Undergraduate/Graduate Student
Background on Project: OEM headquarters is home to the City's Emergency Operations Center (EOC). Activated during large-scale emergencies or special events, the EOC is a central location for senior officials from City, state, and federal agencies and relevant private entities to coordinate response efforts, make decisions, and gather and disseminate information. With more than 100 workstations to support operations for dozens of agencies during emergencies, the EOC also serves as a clearinghouse for information sharing. The entire facility is linked with a network infrastructure and a shared AV system to allow all agencies to view the same data, video or voice at the same time—which is critical to sharing information and disseminating instructions.	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none">• Support the development of EOC documents and guides• Research grant opportunities• Assist in the after-action and improvement planning process following EOC activations• Support the readiness of the EOC• Assist with other Training & Exercises projects as needed <p>This is an <u>unpaid</u> internship.</p>	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Excellent writing and communications skills• Strong analytical ability• Ability to work independently and on multiple projects concurrently• Strong Microsoft Office proficiency• Familiarity with basic emergency management principles, including Homeland Security Exercise and Evaluation Program (HSEEP) recommended• Strong interest in emergency management and/or public service• Commitment of 10-20 hours/week.• Background check required <p>Summer Internship Program is June 4 – August 10, 2012. For more information on OEM, go to www.nyc.gov/oem.</p>	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Or mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	