

Human Services Capacity Building Intern

Division/Unit: Human Services	OEM Employee to Supervise Project: Rick Fernandez
How Many Interns: One (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: NYC VOAD Coordination The Human Services Unit coordinates with NYC VOAD, an umbrella group of nonprofit organizations, to develop plans and procedures to assist New Yorkers following a disaster. To support this effort, the intern will:</p> <ul style="list-style-type: none"> • Participate in planning sessions and meetings • Assist facilitating partnerships between NYC VOAD members • Assist recruiting NYC VOAD and other nonprofit organizations for participation in NYC OEM planning efforts and operations • Contribute to procedures for NYC OEM-NYC VOAD coordination in NYC OEM's Emergency Operations Center <p>Project 2: Outreach and information updates for Human Services web-based tools. The Human Services Unit uses various web-based tools such as the Advance Warning System (AWS), the Citywide Asset and Logistics Management System (CALMS), and the NYC Aidmatrix Portal (donations management tool). Each member agency requires specific point of contact and other information which must be continually updated. 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 and critical information for member agencies in websites, spreadsheets or databases • Additional outreach to new organizations may be requested <p>Project 3: Implementing Coastal Storm Operation Improvement Recommendations Following Hurricane Irene NYC OEM and its partners recommended improvements to how we conduct coastal storm and related-operations. The intern will support the Human Services Unit to implement those recommendations by:</p> <ul style="list-style-type: none"> • Participating in planning sessions and meetings • Following up with partners following planning sessions and meetings as necessary • Assisting tracking the status of different action items <p>The intern may also volunteer for or suggest additional Human Services projects.</p> <p>This is an <u>unpaid</u> internship.</p>	

Requirements/Special Skills Needed:

- General knowledge of how government agencies work with nonprofit organizations to serve the public
- 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 work well independently
- High level of professionalism and organizational skills
- 16 to 24 hours per week
- Background check required

Summer Internship Program is June 4 – August 10, 2012.

For more information on OEM, go to www.nyc.gov/oem.

Interested Applicants:

E-mail resume, cover letter and 1-2 writing samples to: jobs@oem.nyc.gov

Or mail to: HR Coordinator

NYC Office of Emergency Management

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