

Public/Private Initiatives(Business Continuity) Intern

Division/Unit: External Affairs/Public-Private Initiatives	OEM Supervisor: Ira Tannenbaum
Number of Interns Needed: 1	Education Level: Undergraduate or Graduate
Background on Project: NYC OEM seeks an intern to assist the Public/Private Initiatives Unit with the management of relationships with the City's private sector partners, including the development and execution of small business outreach. The intern will also have the opportunity to work on additional projects with the Public/Private Initiatives Unit as they come up.	
Public/Private Initiative Unit: The mission of the Public/Private Initiatives Unit is to support the resiliency of New York City's private sector through information sharing and partnership building. OEM partners with large umbrella organizations that allow the agency to reach many individual companies through one point of contact. During emergencies, these partners support the City's response activities in the Emergency Operations Center.	
Description of Project/ Intern Responsibilities: The intern will work with members of the Public/Private Initiatives Unit on projects including: <ul style="list-style-type: none">• Liaising with private sector partners<ul style="list-style-type: none">○ Develop material for small business outreach○ Organize and manage data○ Update and manage social media tools○ Assist in the 2012 Partner in Preparedness efforts <p>This is an <u>unpaid</u> internship.</p>	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Strong writing and verbal communication skills• Comfort working with MS Word and Excel• Ability to work well independently• Strong level of professionalism• Strong attention to detail and organization• 10-20 hours per week (minimum of three appearances per 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 cover letter, resume, and writing sample to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	