

Training & Exercises Intern

Division/Unit: Training & Exercises	Supervisors: Nick Matthews and Natan Mandelbaum
Number of Interns Needed: 2	Preferred Education Level: Undergraduate or Graduate student
Background on Project: The OEM Training & Exercises Division is looking for highly motivated individuals for its Spring internship program. The OEM Training Unit's mission is to provide OEM personnel with a robust and dynamic training program to build a generation of emergency management professionals with the tools and skills to successfully prepare for, respond to and recover from any emergency.	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none">• Assist with the coordination of emergency management trainings• Support the development of the Learning Management system (LMS)• Support the development of Interagency After-Action Reports (AAR)• Research education-specific grant and funding opportunities• Assist with curriculum development projects• Assist with maintaining training compliance records• Other projects as needed	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Excellent writing and interpersonal communication skills• Strong analytical ability• Highly motivated, well-organized team player• High level of proficiency with Microsoft Office, including PowerPoint and Excel• Ability to work on multiple projects concurrently• Strong work ethic and interest in emergency management and public service• 10-20 hours/week• Background check required• May be required to travel to offsite OEM training facilities• Will be required to sign an acknowledgement after the interview stating that they are aware of their responsibilities both at OEM and in the field.	
This is an <u>unpaid</u> internship for the spring 2012 semester.	
Interested Applicants: E-mail resume and cover letter, and writing sample to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management (OEM) 165 Cadman Plaza East Brooklyn, NY 11201	