

# After-Action Report (AAR) Intern

<b>Division/Unit:</b> Training and Exercises	<b>Supervisor:</b> Katie Young
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Graduate preferred
<b>Background on Project:</b> OEM supports the after-action review process for the City's preparedness, response, and recovery operations. Following an exercise or real-world event, stakeholders engage in a feedback process that enables partners to learn what happened, why it happened, capture tasks that were performed well, and make recommendations for improvement.	
<b>Description of Project/Intern Responsibilities:</b> The AAR intern will assist development of AARs through the following activities: <ul style="list-style-type: none"><li>• Compiling and analyzing pre- and post-incident data</li><li>• Researching and fact-checking incident-related information</li><li>• Additional responsibilities as required</li></ul>	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"><li>• Research experience</li><li>• Quantitative and qualitative data analysis skills</li><li>• Interest in emergency preparedness and improvement planning</li><li>• Strong writing and verbal communication skills</li><li>• Strong attention to detail and organization</li><li>• 15-20 hours a week for the spring 2013 semester</li></ul> <p>This is an <u>unpaid</u> internship beginning in early January 2013. All final candidates are required to pass a background check. For additional info on NYC OEM, go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>.</p>	
<b>Interested Applicants:</b> E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a> Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201  Only those applicants under consideration will be contacted.	