

External Affairs Logistics/Education Intern

Division/Unit: External Affairs	Supervisor: Ezequiel Urena
Number of Positions: 1	Preferred Education Level: Undergraduate or Graduate
Background on Project: <p>The NYC Office of Emergency Management's (OEM) External Affairs Division works to develop sustainable community networks in the City. OEM's External Affairs Division oversees the agency's communications, community outreach, and emergency preparedness activities. Major programs within the External Affairs Division include the NYC Citizen Corps Council, Community Emergency Response Teams (CERT), Ready New York, and Public-Private Initiatives.</p>	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none">- Develop new strategies to streamline all aspects of the External Affairs division logistics unit. Responsibilities will focus on the continued development of the inventory management system and asset tracking.- Help to maintain and increase the capacity of the divisions' distribution and inventory database.- Assist the External Affairs unit with events, reporting, and direct mail campaigns.- Provide support regarding inventory requests, deployment, and material distribution for all External Affairs programs listed above.- Provide general support to Ready NY and CERT programs, including conducting emergency preparedness presentations at community events and fairs as necessary.	
Requirements/Special Skills Needed: <ul style="list-style-type: none">- Interest in logistics development and asset management- Interest in emergency preparedness and community relations- Ability to work effectively with various constituents and in a storeroom/warehouse environment- Proficiency using Microsoft Office Programs: Word, Excel, Power Point and Outlook- Ability to prioritize and handle multiple tasks- Excellent organizational and communication skills- Three days a week commitment (20 hours) for the fall 2013 semester- Background check required <p>The External Affairs Logistics/Education Intern will be required to leave OEM headquarters to assist with Ready New York presentations/fairs events, as well as accompany supervisor to CERT/Ready New York distribution sites and the OEM warehouse.</p>	
Interested Applicants: <p>Please email resume and cover letter to: jobs@oem.nyc.gov</p>	
Only those candidates under consideration will be contacted.	