

OEM History Project Intern

Division/Unit: Planning and Preparedness	Supervisor: OEM Deputy Commissioner Kelly McKinney
Number of Interns Needed: 1	Preferred Education Level: Graduate preferred, Undergraduate welcome to apply
Background on Project: NYC OEM seeks an intern to assist with the management of an OEM History Project. While all OEM summer interns will be encouraged to participate in the project, the OEM History Intern will coordinate and produce the project plan to ensure progress and highlight opportunities for collaboration.	
OEM History Project: Through research, interviews, videos, and artifacts the History Project will produce a historical account of OEM's development and activities over the last twenty years to create a presentation (potentially an interactive report, film, or display) highlighting OEM's development as a modern emergency management agency.	
Description of Project/Intern Responsibilities: The History Intern will work with all staff and interns at all levels and among different divisions within OEM on projects including: <ul style="list-style-type: none">• Development of a schedule and work plan to execute the vision of agency leadership• Coordinating with subcommittees to achieve project goals including:<ul style="list-style-type: none">○ Survey of other government agency history projects and products○ Creating an interview questionnaire and identifying personnel to be interviewed○ Researching and cataloguing OEM's history and memorabilia• Write briefing memos and proposals• Facilitating workgroup meetings• Briefing OEM leadership on progress• Additional responsibilities as required	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Excellent project management skills• Excellent writing and communications skills• Excellent organizational skills• Ability to work well individually and in group settings• Ability to work under deadline• Strong Microsoft Office proficiency• Interest in emergency management and public service• Basic understanding of government <p>This is an <u>unpaid</u> internship for the spring/summer 2013. All final candidates are required to pass a background check. For additional information on NYC OEM, please go to www.nyc.gov/oem.</p>	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	

