

Radio Communications Intern

Division/Unit: Planning & Preparedness Health and Medical	Supervisor: Mordy Goldfeder
Number of Interns Needed: 1	Preferred Education Level: Undergraduate/Graduate
Background on Project: NYC OEM seeks an intern to assist the Health and Medical Unit with the development of an emergency radio program to use for contacting healthcare facilities. This involves strengthening the existing 800 MHz radio system as well as researching other technology for potential implementation. The intern will assist with the development of training and drills for OEM staff and external stakeholders. The intern will also have the opportunity to work on additional projects with the Health and Medical Unit as needed.	
About Health and Medical: The mission of the Health and Medical Unit is to support the resiliency of New York City's medical infrastructure through emergency response planning, information sharing and partnership building. OEM works closely with NYC Department of Health and FDNY- EMS, in addition to several other City and State agencies, and local non-profit organizations. During emergencies, these partners support the City's response activities in the Emergency Operations Center.	
Description of Project/Intern Responsibilities: The intern will assist members of the Health and Medical Unit on the following objectives: <ul style="list-style-type: none">• Testing and further developing existing radio program• Scheduling and organizing training with external stakeholders• Creating new training materials• Researching other radio capabilities• Additional projects to support the Health and Medical Unit	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Strong attention to detail and organization• Strong writing and verbal communication skills• Comfortable working with MS Word and Excel• Ability to work well independently• Strong level of professionalism• 15-20 hours a week for at least one semester <p>This is an <u>unpaid</u> internship for the 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> <p>The OEM 2013 Summer Internship Program is June 3rd - August 9th.</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	
Only those applicants under consideration will be contacted.	