

# Human Services Planning Intern

<b>Division/Unit:</b> Human Services, Planning and Preparedness	<b>Supervisor:</b> John Greenwood
<b>Number of Interns Needed:</b> 1-2	<b>Education Level:</b> Undergraduate/Graduate Degree (Could be pursuing)
<p><b>Background:</b>          The NYC OEM's Human Services Unit coordinates disaster response planning, training and preparation of NYC public agencies and nonprofit organizations to meet the needs of disaster-impacted New Yorkers. Human Services plans address emergency mass care services including mass feeding, sheltering (for both people and pets), donations and volunteer management, support for special needs populations, and housing recovery.</p> <p>NYC OEM's Human Services Unit is seeking interns to assist in planning and with the active and ongoing efforts to help New Yorkers affected by disasters. The intern will support all Human Services activities related to planning, preparedness, and recovery.</p> <p>Activities could include procedural documentation, supplementing emergency plans, and project management. The intern will gain a firm understanding of planning for disasters, plan activation, support, and development, and facilitating partnerships with other organizations.</p>	
<p><b>Description of Projects/Intern Responsibilities:</b></p> <p><b>General planning support:</b> The Human Services Unit develops and maintains all Human Services related plans as well as other planning materials. The intern will:</p> <ul style="list-style-type: none"> <li>• Actively participate in planning sessions and meetings</li> <li>• Draft emergency procedures with graphics and flowcharts</li> <li>• Track the completion of action items following meetings</li> <li>• Provide administrative and planning support during emergency operations</li> </ul> <p><b>Partnership Development:</b> The Human Services Unit works with Non-Profit and Government agencies to ensure they are prepared should a disaster strike. The intern will:</p> <ul style="list-style-type: none"> <li>• Facilitate inter-agency and organization communications</li> <li>• Assist in the execution of disaster plans as needed</li> <li>• Assist with the analysis of potential nonprofit partners' capabilities, services and interests</li> <li>• Update other agency profiles for unit</li> </ul> <p><b>Project Management:</b> The Human Services Unit continually works on several projects simultaneously to build and maintain our capacity to implement our plans. The intern will:</p> <ul style="list-style-type: none"> <li>• Help Human Services manage projects</li> <li>• Take initiative to help improve efficiency and organization of unit</li> <li>• Oversee project components and completion of project</li> </ul> <p>The intern will assist and support other team members as needed.          The intern may also volunteer for or suggest additional Human Services projects.</p>	
<p><b>Requirements/Special Skills Needed:</b></p> <ul style="list-style-type: none"> <li>• Strong written and verbal communication skills</li> <li>• Ability to work with a variety of personality types</li> <li>• Highly computer literate and proficient with MS Office Applications</li> <li>• Ability to work well independently and in a group</li> <li>• High level of professionalism and organizational skills</li> <li>• 15 hours minimum per week for the duration of the internship</li> <li>• Background check required</li> </ul> <p>This is an unpaid internship. Additionally, there is no reimbursement for travel or other expenses.          For additional information on NYC OEM, please go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>.</p> <p>The OEM 2013 Fall Internship lasts until mid-December.</p>	
<p><b>Interested Applicants:</b>          E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a></p> <p style="text-align: center;"><b>Only those applicants under consideration will be contacted.</b></p>	