

Logistics Intern

Division/Unit: Logistics	Supervisor: Daniel Casey, Logistics Coordinator
Number of Interns Needed: 2, Project Based	Preferred Education Level: Graduate Student – Logistics, Communications, Emergency Management, and/or Policy-Related Background
Background on Project: <p>The NYC OEM Logistics Unit leads the disaster logistics planning, preparedness, and response efforts for NYC OEM. In coordination with City, State, and Federal agencies, the OEM Logistics Unit is currently spearheading a series of all-hazards logistics projects focused on the following:</p> <ul style="list-style-type: none"> • Coordination – Importance of sharing knowledge and capabilities of each jurisdiction’s resources, scope of planning, and stockpiles (to ensure resource requests and jurisdictional aid in the region are effective and efficient). • Resource Tracking – Common resource inventory and tracking standards to support multi-jurisdictional resource tracking, enabling a common operating picture during small and large-scale activations and events. • Communications for Mutual Aid Requests and Pre-Scripted Mission Requests (PSMRs) - Clear, concise methods for communicating mutual aid requests to adjoining jurisdictions and standardizing requests to ensure interoperability between jurisdictions to reduce response times and discrepancies. • Staging Areas – A scalable standardized mechanism to receive, manage, stage, and distribute large quantities of critical commodities, supplies, and equipment. • Commodity Distribution – A scalable distribution operation for life-sustaining or non-life sustaining commodities that can be activated in response to disruptions in traditional supply chains. • Education – Familiarize all partner agencies and jurisdictions with the most recent trends and capabilities in transportation, warehousing, procurement, technology, and logistics program design. This will benefit the city and region in all planning, coordination, and development endeavors, and will give each jurisdiction a common knowledge base. <p>These efforts, along with other NYC-related logistics tasks, require comprehensive logistical, communications, and interoperability components that are essential for smooth-functioning and effective operations for such scenarios.</p>	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none"> • Research and analytic support for emergency supply stockpile reconstitution, resource tracking, resource ordering and procurement, and other projects as needed. • Assist with emergency resource tracking efforts and associated planning. • Assist with projects for the Citywide Logistics Program including meetings, site assessments, and training development. • Assist with project for the Logistics Staging Area (LSA) Program including research, data analysis, and training development. • Assist with project for the Commodity Distribution Point (CDP) Program including meetings, site assessments, and training development. • Assist with maintenance and growth of the Citywide Asset and Logistics Management System (CALMS). • Assist with organizing regional meetings and conference calls for smooth functioning and progression of the UAWG-Logistics Committee. • Provide assistance with other special projects as needed. 	

Requirements/Special Skills Needed:

- Excellent oral communications and written skills.
- Strong attention to detail and organization.
- Good quantitative and data analysis skills.
- Good working knowledge of Microsoft Excel and PowerPoint.
- Interest and comfort in working with various levels of agency representatives.
- Interest and comfort in logistics, communications, and interoperability issues.
- Interns may be asked to participate in off-site agency meetings and make visits to the OEM Warehouse and OEM stockpile locations with OEM Logistics Unit staff.
- Internship is for 15-20 hours per week during summer 2013.

This is an unpaid internship. Additionally, there is no reimbursement for travel or other expenses.

All final candidates are required to pass a background check.

For additional information on NYC OEM, please go to www.nyc.gov/oem.

The OEM 2013 Summer Internship Program is June 3rd - August 9th

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.