

Planning Research and Evaluation Program (PREP) Intern

Division/Unit: Planning and Preparedness/ Plan Management	Supervisors: Megan Pribram / Aaron Stanton
Number of Interns Needed: 1	Preferred Education Level: Graduate (preferred), Undergraduate

Background on Project:

NYC OEM seeks an intern to assist the Planning and Preparedness division with research and assessment of information critical to planning. The Planning Research and Evaluation Program (PREP) intern will analyze large amounts of information and present various topics to Planning and Preparedness. The PREP team will focus efforts on hazards relevant to New York City, including CBRNE, cyber terrorism, and a range of natural hazards.

About Planning and Preparedness:

Planning and Preparedness develops contingency plans that guide New York City's response to natural and man-made emergencies, from extreme weather to labor disputes. Each plan focuses on three components of a disaster: preparedness, initial response, and recovery. The purpose of these plans is to keep New York City safe and, following a disaster, to return residents to their daily routines as quickly as possible. Plans coordinate the core competencies and resources of City, state, federal, and non-governmental agencies to ensure the effective implementation of operational strategies.

Description of Project/Intern Responsibilities:

The PREP interns will work with members of Plan Management on projects including:

- Identifying and compiling best practices and industry standards on particular emergency management topics, including WMD and radiological emergency response
- Surveying websites and online courses from various organizations and governmental entities
- Conducting research on risk analysis and providing recommendations to Planning & Preparedness Division
- Determine research gaps in emergency management and present findings to relevant stakeholders
- Write briefing memos and proposals
- Additional responsibilities as required

Interns may be invited to off-site meetings which would require that they either take public transportation or ride with other OEM employees in an OEM vehicle.

Requirements/Special Skills Needed:

- Research experience
- Quantitative and data analysis skills
- Interest in emergency preparedness
- Strong writing and verbal communication skills
- Ability to work well individually and in group settings
- Strong level of professionalism
- Strong attention to detail and organization
- 15-20 hours a week for spring 2013 semester

This is an unpaid internship beginning in early January 2013. All final candidates are required to pass a background check. For additional info on NYC OEM, go to www.nyc.gov/oem.

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.