

Procurement Intern

Division/Unit: Administration/Finance Division Procurement Unit	Supervisor: Elizabeth O'Donnell, <i>Procurement Analyst</i>
Number of Interns Needed: 1	Preferred Education Level: Undergraduate or Graduate student
Background on Project: OEM plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and disseminates emergency information. The OEM Administration/Finance Division is looking for a highly motivated individual for its summer internship program. The OEM Procurement Unit supports the agency by providing guidance and assistance with all contracting actions, including writing and releasing solicitations, reviewing proposals, processing related documents such as pre-solicitation reports, public hearing submissions, City Record ads, recommendations for award, vendor responsibility determinations, registering of contracts with the Comptroller and providing guidance to agency staff on bids and vendor selection.	
Description of Project/Intern Responsibilities: The procurement intern will be given a thorough overview of the process for purchasing goods and services using both City and grant funding. The intern will also become familiar with the City's Procurement Policy Board (PPB) rules and all applicable laws, policies and procedures. Selected applicant will work in conjunction with the procurement analysts to create and develop a procurement tracking database. Additional tasks will include learning about all aspects of New York City Procurement, assisting with research, updating tracking sheets, and assisting with general administrative work.	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• High level of proficiency with Microsoft Office (Excel, PowerPoint, Word) and Access• Highly motivated, well-organized team player• Excellent organizational skills and attention to detail• Excellent project management skills• Excellent writing and interpersonal communication skills• Ability to work independently and in a group as well as to adhere to deadlines• Strong work ethic and interest in emergency management and public service• 15-20 hours/week for summer 2013 <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.	