

Training & Exercises Intern

Division/Unit: Training & Exercises	Supervisor: Natan Mandelbaum
Number of Interns Needed: 1- 2	Preferred Education Level: Undergraduate or Graduate student
Background on Project: The OEM Training & Exercises Division is looking for highly motivated individuals for its Summer internship program. The OEM Training Unit's mission is to provide OEM personnel with a robust and dynamic training program to provide emergency management professionals with the tools and skills to successfully prepare for, respond to, and recover from any emergency.	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none">• Assist with the coordination of emergency management trainings• Support the administration of the OEM Learning Management System• Assist with the curriculum development of emergency management trainings• Other projects as needed	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Highly motivated, well-organized team player• High level of proficiency with Microsoft Office• Excellent writing and interpersonal communication skills• Ability to work successfully independently and in a group• 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.</p> <p>Background check is required for all interns.</p> <p>Interns may be required to travel to offsite OEM training facilities using public transportation or with other OEM employees in an OEM vehicle.</p>	
Interested Applicants: E-mail resume and cover letter, and writing sample to: jobs@oem.nyc.gov Or mail to: HR Coordinator NYC Office of Emergency Management (OEM) 165 Cadman Plaza East Brooklyn, NY 11201 <i>Please indicate which position you are applying to.</i>	