

# EOC Intern

<b>Division/Unit:</b> Training and Exercises – EOC Administration	<b>Supervisor:</b> Katie Young
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Graduate preferred
<b>Background on Project:</b> OEM's Emergency Operations Center (EOC) is activated during large-scale emergencies or special events and is a central location for senior officials from City, State, and federal agencies, as well as other entities, to coordinate response efforts, centralize decision making, gather and disseminate information, and allocate and deploy resources.  OEM's EOC Administration Unit ensures the readiness of the NYC EOC, including the coordination of the facility/technology maintenance, the EOC on-call team program, and the Evaluation and Improvement Program (EIP). EIP formalizes the improvement planning process of identifying and addressing recommendations following emergency management exercises and real-world events.	
<b>Description of Project/Intern Responsibilities:</b> The EOC intern will help prepare the EOC for future activations through the following activities: <ul style="list-style-type: none"><li>• Assist with the development of exercise drills for internal staff</li><li>• Support the creation and/or implementation of tools related to the agency's mobilization process and situational awareness</li><li>• Support evaluation efforts and the development of after-action reports</li><li>• Provide general support to the agency's training and exercise projects</li><li>• Additional responsibilities as required</li></ul>	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"><li>• Interest in emergency preparedness</li><li>• Strong writing and verbal communication skills</li><li>• Strong attention to detail and organization</li><li>• 15-20 hours a week for the Spring semester</li></ul> <p>This is an <u>unpaid</u> internship for the spring 2014. All final candidates are required to pass a background check. For additional information on NYC OEM, please go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>.</p> <p>To view additional OEM internships, go to <a href="http://www.nyc.gov/html/oem/html/about/job.shtml">http://www.nyc.gov/html/oem/html/about/job.shtml</a></p>	
<b>Interested Applicants:</b> E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a>  Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201  <i>Only those applicants under consideration will be contacted.</i>	