

# External Affairs Logistics/Education Intern

<b>Division/Unit:</b> External Affairs	<b>Supervisor:</b> Ezequiel Urena
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Undergrad or Grad
<b>Background on Project:</b> The NYC Office of Emergency Management's (OEM) External Affairs Division works to develop sustainable community networks in the City. OEM's External Affairs Unit oversees the agency's communications, community outreach, and emergency preparedness activities. Major programs within the External Affairs Division include the NYC Citizen Corps Council, Community Emergency Response Teams (CERT), Ready New York, and Public-Private Initiatives.	
<b>Description of Project/Intern Responsibilities:</b> <ul style="list-style-type: none"><li>- Develop new strategies to streamline all aspects of the External Affairs Division logistics unit. Responsibilities will focus on the continued development of the inventory management system and asset tracking.</li><li>- Help to maintain and increase the capacity of the Divisions' distribution and inventory database.</li><li>- Assist the External Affairs Unit with events, reporting, and direct mail campaigns.</li><li>- Provide support regarding inventory requests, deployment, and material distribution for all External Affairs programs listed above.</li><li>- Provide general support to Ready NY and CERT programs including conducting emergency preparedness presentations at community events, fairs, and distribution sites including OEM warehouse.</li></ul>	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"><li>- Interest in logistics development and asset management</li><li>- Interest in emergency preparedness and community relations</li><li>- Ability to work effectively with various constituents and in a storeroom/warehouse environment</li><li>- Proficiency using Microsoft Office programs: Word, Excel, Power Point and Outlook</li><li>- Ability to prioritize and handle multiple tasks</li><li>- Excellent organizational and communication skills</li><li>- Three days a week commitment (18 hour minimum)</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, cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a> Or 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>	