

External Affairs Logistics/Education Intern

Division/Unit: External Affairs	Supervisor: Ezequiel Urena
Number of Positions: 1	Preferred Education Level: Undergraduate/Graduate
Background on Project: The NYC Office of Emergency Management's (OEM) External Affairs Division works to develop sustainable community networks in the City. OEM's External Affairs oversees the agency's communications, community outreach, and emergency preparedness activities. Major programs within the division include the NYC Citizen Corps Council, Community Emergency Response Teams (CERT), Ready New York, and Public-Private Initiatives.	
Description of Project/Intern Responsibilities: Develop new strategies to streamline all aspects of the External Affairs Division logistics unit. Responsibilities include: <ul style="list-style-type: none">- Focus on the continued development of the inventory management system and asset tracking- Help maintain and increase the capacity of the division's distribution and inventory database- Assist the External Affairs division with events, reporting, and direct mail campaigns- Provide support regarding inventory requests, deployment, and material distribution- Provide general support to Ready NY and CERT programs, including conducting emergency preparedness presentations at community events and fairs (as necessary)	
Requirements/Special Skills Needed: <ul style="list-style-type: none">- Interest in logistics development and asset management- Interest in emergency preparedness and community relations- Ability to work effectively with various constituents and in a storeroom/warehouse environment- Proficiency using Microsoft Office Programs: Word, Excel, Power Point and Outlook- Ability to prioritize and handle multiple tasks- Excellent organizational and communication skills- Three days a week commitment (approximately 20 hours)- Will accompany supervisor to various CERT/Ready New York materials distribution sites, including OEM warehouse <p>This is an unpaid summer internship. The 2014 OEM summer internship program is from June 2 – August 15, 2014. All interns are required to pass a background check.</p> <p>For information on NYC OEM, go to www.nyc.gov/oem. To view additional OEM internships, go to http://www.nyc.gov/html/oem/html/about/job.shtml</p>	
Interested Applicants: Please email resume and cover letter to: jobs@oem.nyc.gov	
Only those candidates under consideration will be contacted.	