

Hazard Mitigation Intern

Division/Unit: Planning and Preparedness/Hazard Mitigation	Supervisor: Heather Roiter
Number of Positions: 1	Preferred Education Level: Graduate
Background on Project: <p>The NYC Hazard Mitigation Plan (HMP) is a comprehensive document that profiles both natural and non-natural hazards, assesses the city's vulnerability to these hazards, and identifies and analyzes existing projects and proposed actions to lessen their impacts. All jurisdictions must have an approved HMP to be eligible for hazard mitigation funding from FEMA, and this document must be updated every five years. The City's most recent Draft HMP was submitted to New York State and FEMA for approval in January 2014.</p> <p>While the 2014 Draft HMP is under review, OEM's Hazard Mitigation Unit is in the early stages of developing an abridged public-facing version of the HMP that will provide reader-friendly material to the public about the hazards facing New York City. New York City OEM's Hazard Mitigation Unit is seeking an intern to with developing the content of the abridged HMP. The intern will expand on the materials from the Draft HMP and other City planning documents, and conduct additional research to identify information necessary for better understanding the City's risk and vulnerability to both natural and non-natural hazards.</p>	
Description of Project/Intern Responsibilities: <p>Building upon the information in the Draft HMP, the intern will conduct research on the following:</p> <ul style="list-style-type: none"> • Historic occurrences of natural and non-natural hazards (including location of occurrences for mapping purposes) to promote a better understanding of risk in NYC • Hazard statistics (such as severity, frequency, and damage) • Factors which contribute to social vulnerability for specific hazards (such as age, poverty, and ethnicity) <p>Depending on intern's availability, additional tasks may include assisting the Planning Team with the following:</p> <ul style="list-style-type: none"> • Developing a database management of mitigation projects identified by agencies in the Draft HMP • Developing meeting agendas, taking meeting notes, and creating presentations 	
Requirements and/or Special Skills Needed: <ul style="list-style-type: none"> • Background in urban planning, environmental or coastal planning, geography, or related discipline • Knowledge of climate science, public health, or emergency management a plus • Strong Microsoft Office skills, particularly Excel and Word • Strong data management skills (Experience with GIS and data visualization a plus) • Familiarity with the 2014 NYC Draft HMP • Familiarity with New York State DHSES and FEMA Hazard Mitigation Plan requirements • Strong analytical and quantitative skills • Ability to work well independently and in teams • Strong level of professionalism • Strong attention to detail and organization • Creativity <p>*Intern should be available to start as soon as possible and intern through the summer*</p> <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: E-mail resume and cover letter to: jobs@oem.nyc.gov	
Only those candidates under consideration will be contacted.	