

Health and Medical Intern

Division/Unit: Planning & Preparedness Health and Medical	Supervisor: Mordy Goldfeder
Number of Interns Needed: 1	Preferred Education Level: Undergraduate/Graduate
Background on Project: NYC OEM seeks an intern to assist the Health and Medical Unit with the management and organization of the Chempack Program. The intern will assist with the development of training and drills for OEM staff and external stakeholders and schedule meetings at local hospitals. The intern will also have the opportunity to work on additional projects with the Health and Medical Unit as assigned. The Health and Medical Unit is responsible for Chempack Program in NYC. The goal of the Chempack Program is to allow "forward" placement of chemical/nerve agent antidotes to provide a sustainable resource and improve New York City's ability to respond quickly to a chemical incident. About Health and Medical: The mission of the Health and Medical Unit is to support the resiliency of New York City's medical infrastructure through emergency event planning, information sharing and partnership building. OEM works closely with NYC Department of Health and FDNY- EMS, in addition to several other City and State agencies, and local non-profit organizations. During emergencies, these partners support the City's response activities in the Emergency Operations Center.	
Description of Project/Intern Responsibilities: The intern will work with members of the Health and Medical Unit on the following objectives: <ul style="list-style-type: none">• Assist in Chempack training development and execution• Assist in scheduling and organizing training with external stakeholders• To generate a GPS program that can be downloaded to GPS unit• Assist in creating new training materials and blackberry notes• Working on additional projects to support the Health and Medical Unit	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Strong attention to detail and organization• Strong writing and verbal communication skills• Comfortable working with MS Word and Excel• Ability to work well independently• Strong level of professionalism• 15-20 hours a week for at least one semester• Background check required <p>Periodic meetings or trainings offsite; usually public transit, but may occasionally travel via OEM vehicle with OEM driver.</p> <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 www.nyc.gov/oem.</p> <p>To view additional OEM internships, go to http://www.nyc.gov/html/oem/html/about/job.shtml</p>	

Interested Applicants:

E-mail resume, cover letter (in MS Word format), and writing sample to: jobs@oem.nyc.gov

Or mail to:

HR Coordinator
NYC Office of Emergency Management
165 Cadman Plaza East
Brooklyn, NY 11201

Only those applicants under consideration will be contacted.