

# Human Services Data Analysis & Technology Intern

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| <b>Division/Unit:</b><br>Human Services  | <b>Supervisor:</b><br>Jay Brandt   |
| <b>Number of Interns Needed:</b><br>Variable   | <b>Education Level:</b><br>Undergraduate/Graduate Degree (may be currently pursuing) |
| <p><b>Background:</b></p> <p>The NYC OEM's Human Services Unit coordinates disaster response planning, training and preparation of NYC public agencies and nonprofit organizations to meet the needs of disaster-impacted New Yorkers. Human Services plans address emergency mass care services including mass feeding, sheltering (for both people and pets), donations and volunteer management, support for special needs populations, and housing recovery.</p> <p>NYC OEM's Human Services Unit is seeking a Data Analysis and Technology Intern to assist in planning and with the active and ongoing efforts to help New Yorkers affected by disasters. The intern will support all Human Services activities related to planning, response and recovery. The intern will use data collected from the citywide operations following Hurricane Irene and Superstorm Sandy to create analysis documents and assist in making recommendations based on the analysis. The intern will also support several technology projects that help drive the Human Services team's response and preparedness operations.</p> <p>Other activities could include procedural documentation, supplementing emergency plans, partner cultivation and project management. The intern will gain a firm understanding of urban humanitarian operations, plan activation, support, and development, and facilitating partnerships with other organizations.</p> |  |
| <p><b>Description of Projects/Intern Responsibilities:</b></p> <p><b>General planning support:</b> The Human Services Unit develops and maintains all Human Services related plans as well as other planning materials. The intern will:</p> <ul style="list-style-type: none"> <li>• Actively participate in planning sessions and meetings</li> <li>• Draft emergency procedures with graphics and flowcharts</li> <li>• Track the completion of action items following meetings</li> <li>• Provide administrative and planning support during emergency operations</li> </ul> <p><b>Project Management:</b> The Human Services Unit continually works on several projects simultaneously to build and maintain our capacity to implement our plans. The intern will:</p> <ul style="list-style-type: none"> <li>• Plan project strategy</li> <li>• Guide and track production of deliverables</li> <li>• Oversee project components and completion of project</li> </ul> <p>The intern will assist and support other team members as needed.<br/>The intern may also volunteer for or suggest additional Human Services projects.</p>   |  |
| <p><b>Requirements/Special Skills Needed:</b></p> <ul style="list-style-type: none"> <li>• Strong written and verbal communication skills</li> <li>• Ability to work with a variety of personality types</li> <li>• Experience with data analysis and databasing applications</li> <li>• Ability to work well independently and in a group</li> <li>• High level of professionalism and organizational skills</li> <li>• 15 hours minimum per week for the duration of the internship</li> </ul> <p>Preference will be given to candidates with prior experience working with data analysis, as well</p>   |  |

as demonstrated leadership abilities.

This is an unpaid internship. Additionally, there is no reimbursement for travel or other expenses.

All final candidates are required to pass a background check.

For additional information on NYC OEM, please go to [www.nyc.gov/oem](http://www.nyc.gov/oem)

To view additional OEM internships, go to <http://www.nyc.gov/html/oem/html/about/job.shtml>

The OEM 2014 spring internship lasts until mid-May.

**Interested Applicants:**

E-mail resume and cover letter to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

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

**Only those applicants under consideration will be contacted.**