

Intergovernmental Intern

Division/Unit: External Affairs/Intergovernmental	Supervisor: Rachel Sulaymanov
Number of Positions: 1	Preferred Education Level: Undergraduate or graduate
Background on Project: OEM plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information. The Intergovernmental Unit supports the agency by providing legislative, research, and project support to OEM. The Unit handles elected official and international interactions, and research and preparation for legislative issues as well as a variety of projects related to the overall administration and management of the agency.	
Description of Project/Intern Responsibilities: You will gain experience in intergovernmental relationships, political outreach, and emergency management. The Intergovernmental Intern will assist with a range of projects and tasks including: <ul style="list-style-type: none">▪ Provide outreach to elected officials, state officials, and city and state agencies▪ Update contact information for elected officials▪ Analyze and research current legislative and intergovernmental issues affecting OEM▪ Assist in the organization of the agency's legislative agenda▪ Prepare memos on reports relevant to the emergency management field	
Requirements and/or Special Skills Needed: <ul style="list-style-type: none">• Understanding of New York City, State, and federal government• Ability to analyze legislation and its impact on the agency and the City• Strong interest in and depth of understanding of current events• Ability to work well independently• Strong writing and editing abilities <p>The Intergovernmental Intern may have to leave the building for work to attend hearings or participate in occasional off-site meetings.</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, cover letter, and writing sample to: jobs@oem.nyc.gov	
Only those candidates under consideration will be contacted.	