

Planning Research and Evaluation Program (PREP) Intern

Division/Unit: Planning and Preparedness/ Plan Management	Supervisors: Laura Black
Number of Positions: 1	Preferred Education Level: Graduate preferred, Undergraduate welcome to apply
Background on Project: NYC OEM seeks an intern to assist the Planning and Preparedness division with research and assessment of information critical to planning. The Planning Research and Evaluation Program (PREP) intern will analyze large amounts of information and present various topics to Planning and Preparedness. The PREP team will focus efforts on hazards relevant to New York City, including CBRNE, cyber terrorism, and a range of natural hazards.	
About Planning and Preparedness: Planning and Preparedness develops contingency plans that guide New York City's response to natural and man-made emergencies, from extreme weather to labor disputes. Each plan focuses on three components of a disaster: preparedness, initial response, and recovery. The purpose of these plans is to keep New York City safe and, following a disaster, to return residents to their daily routines as quickly as possible. Plans coordinate the core competencies and resources of City, state, federal, and non-governmental agencies to ensure the effective implementation of operational strategies.	
Description of Project/Intern Responsibilities: The PREP intern will work with Plan Management on projects including: <ul style="list-style-type: none"> • Support Plan Lifecycle Project through plan reviews, maintenance, and implementation • Surveying websites and online courses from various organizations and governmental entities • Conducting research on risk analysis and providing recommendations to Planning & Preparedness Division • Determine research gaps in emergency management and present findings to relevant stakeholders • Write briefing memos and proposals • Additional responsibilities as required 	
Requirements and/or Special Skills Needed: <ul style="list-style-type: none"> • Research experience • Quantitative and data analysis skills • Interest in emergency preparedness • Strong writing and verbal communication skills • Ability to work well individually and in group settings • Strong level of professionalism • Strong attention to detail and organization <p>Interns may be invited to off-site meetings which would require that they either take public transportation or ride with other OEM employees in an OEM vehicle.</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.	