

Ready NY Kids Intern

Division/Unit: External Affairs/Ready New York	Supervisor: Mitchell Bass
Number of Positions: 1	Preferred Education Level: Undergraduate or Graduate
Background on Project: The Ready New York campaign of the New York City Office of Emergency Management encourages New Yorkers to be ready for all types of emergencies. The intern would assist this public awareness campaign by contributing to outreach initiatives focusing on hurricanes and summer heat waves. The candidate would also help with preparations for the pandemic flu outreach in the fall.	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none">• Maintain relationships with current outreach partners• Help develop new partnerships for Ready New York• Ensure distribution of materials to interested partners throughout the five boroughs• Assist at presentations and tabling events throughout the five boroughs• Assist in the development of strategies for new and ongoing outreach initiatives• Contribute to program administration	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Excellent verbal and written communications skills, including experience giving public presentations• Excellent telephone manner• Experienced in Microsoft Office Excel and Access• Organized, with excellent time management skills• Interest in community outreach and emergency preparedness• Knowledge of City's demographics a plus <p>Throughout the day and into the evening, the intern may be asked to attend meetings or outreach events, with or without OEM staff. Travel would be by public transportation.</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.	