

Health & Medical Intern

Division/Unit: Planning & Preparedness Health and Medical	Supervisor: Mordy Goldfeder
Number of Interns Needed: 1	Preferred Education Level: Undergraduate or Graduate
Background on Project: NYC OEM seeks an intern to assist the Health and Medical Unit with document revision and development. The main focus of this will be on documents related to coastal storms and with updating the Health and Medical Emergency Operations Center Shelf-Kit. The intern will assist as needed on other projects with the Health and Medical Unit.	
About Health and Medical: Health and Medical is one of the four units with the Planning and Preparedness Division at NYC OEM, which supports the overall agency mission by coordinating with other agencies to plan the City's response to emergency incidents. The mission of the Health and Medical Unit is to support the resiliency of New York City's medical infrastructure through emergency event response planning, information sharing, and partnership building. Health and Medical works closely with NYC Department of Health and Mental Hygiene, along with several other City and State agencies, and local non-profit organizations. During emergencies, these partners support the City's public health and medical-related activities in the Emergency Operations Center.	
Description of Project/Intern Responsibilities: The intern will work with members of the Health and Medical Unit on a complete revision of the Health and Medical Shelf Kit. This will include synthesizing all relevant plans into clear lists of objectives for agency representatives, health and medical coordinators for emergency operations, and coordinators from other operations. The intern will also be responsible for coordinating with the GIS unit to update citywide maps of healthcare facilities. Additionally, the intern will be expected to work on other projects to support the Health and Medical Unit.	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Strong writing skills • Strong attention to detail and organization • Strong level of professionalism • Able to work well independently • Proficient in MS Word, Excel and Outlook • The intern will be required to leave OEM's main building during his/her internship for periodic meetings via public transit or OEM vehicle with OEM driver. 	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov . 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	
Only those candidates under consideration will be contacted	

Please Note: This is an unpaid spring internship. You must be able to work 15-20 hours a week for one semester. All interns are required to pass a background check.