

# Logistics Planning Intern

<b>Division/Unit:</b> Logistics/Technology	<b>Supervisor:</b> Sandra Rothbard, Deputy Director Benjamin Strong, Logistics Coordinator
<b>Number of Interns Needed:</b> 2, Project Based	<b>Preferred Education Background:</b> Graduate Student/Undergraduate Senior concentrating in Emergency Management, Logistics, Political Science, Public Policy, and Urban Planning.
<p><b>Background:</b> NYC Emergency Management plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information. To accomplish this mission, the agency maintains a disciplined unit of emergency management personnel, including responders, planners, watch commanders, and administrative and support staff.</p> <p>Interns play an important role in supporting NYC Emergency Management staff by assisting in an array of complex and challenging tasks associated with the development and management of emergency plans. The Logistics Unit is at the forefront of developing strategic plans aimed at supporting the operations of emergency responders. Some of the projects that an intern may assist with include the following:</p> <ul style="list-style-type: none"> <li>• Development of site plans that establish, maintain, manage, and demobilize emergency field operation facilities and services that provide lodging, feeding, sanitation, storage, and other support of emergency responders and other response personnel assigned to response and recovery operations.</li> <li>• Support for NYCTracker, a global positioning system and inventory management program designed for daily and emergency physical resource tracking.</li> <li>• Assistance with the development of a citywide emergency fuel operations plan designed to provide first responders and emergency vehicles priority access to fuel necessary to support missions during all-hazards incidents.</li> <li>• Assistance with the management of New York City's emergency generator and dewatering operations planning.</li> <li>• Other tasks related to logistics as assigned.</li> </ul> <p>The NYC Emergency Management Logistics Planning Intern will have the opportunity to play a contributing role in the development of operation plans designed for large-scale emergencies, and to work in one of the country's most advanced emergency management offices.</p>	
<p><b>Description of Project/Intern Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Web-based research</li> <li>• Development of briefings and notes</li> <li>• Development of detailed flow charts and maps</li> <li>• Assistance with site assessments</li> <li>• Assistance with coordinating and organizing citywide agency and partner meetings</li> <li>• Support for other special projects as needed</li> </ul>	
<p><b>Requirements/Special Skills Needed:</b></p> <ul style="list-style-type: none"> <li>• Excellent oral communications and written skills</li> <li>• Strong attention to detail and organization</li> <li>• Good quantitative and data analysis skills</li> <li>• Good working knowledge of Microsoft Excel and PowerPoint</li> <li>• Interest in working with various levels of agency representatives</li> <li>• Interest in logistics, communications, and interoperability issues</li> <li>• Interns may be asked to participate in off-site agency meetings and make visits to the OEM Warehouse, emergency fuel sites, and additional field locations.</li> </ul>	
<p><b>Interested Applicants:</b></p> <p>E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a>.</p> <p>For information on NYC OEM, go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>. To view additional OEM internships, go to <a href="http://www.nyc.gov/html/oem/html/about/job.shtml">http://www.nyc.gov/html/oem/html/about/job.shtml</a></p> <p style="text-align: center;"><b>Only those candidates under consideration will be contacted.</b></p>	

**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.