



Public/Private Initiatives Intern

Division/Unit: External Affairs Public/Private Initiatives Unit	Supervisor: Ira Tannenbaum Kathryn Howard
Number of Interns Needed: 1	Preferred Education Level: Undergraduate or graduate
Background on Project: NYC Emergency Management plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information. The Public/Private Initiatives Unit supports the agency by engaging the private and nonprofit sector in the City's emergency response plans and coordinating the exchange of information between the City and the private sector before, during, and after an emergency. The unit also encourages private and nonprofit sector preparedness through a number of programs, guides, events, and other resources.	
Description of Project/Intern Responsibilities: The Intern will work closely with other units in NYC Emergency Management, as well as other City agencies, private sector organizations, and non-governmental agencies. The intern's primary role is to provide support on a newly launched Small Business Outreach program. Responsibilities include: <ul style="list-style-type: none"> • Conduct data consolidation and database updates for existing relationships and contacts • Assist in engagement efforts with new organizations, partnerships, networks and industries • Collect and track requests for information and take the lead on the distribution of materials • Present preparedness information to small businesses • The intern will have the opportunity to work on additional projects with the unit as they become available <p>The unit often attends meetings, hosts events, gives presentations, and engages with partners outside of the office. The intern will have the opportunity to participate in these activities. A combination of agency vehicles and public transportation will be used.</p>	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Proficiency with Microsoft Office applications (Word, Excel, and PowerPoint) • Ability to work well independently • Strong attention to detail and organization • Strong project management skills • Strong internet research skills • Strong written and oral skills <p>This is an <i>unpaid</i> Spring semester internship. The intern is expected to work 20 hours per week. All interns are required to pass a background check.</p> <p>For information on NYC Emergency Management, go to www.nyc.gov/oem. To view additional NYC Emergency Management internships, go to http://www.nyc.gov/html/oem/html/about/job.shtml</p>	
Interested Applicants: <p style="text-align: center;">E-mail resume and cover letter to: jobs@oem.nyc.gov Only those candidates under consideration will be contacted.</p>	