

## Emergency Management Certificate Program Intern

<b>Division/Unit:</b> Training & Exercises	<b>Supervisor:</b> Marnie Suss, Interagency Training Coordinator
<b>Number of Positions:</b> 1	<b>Preferred Education Level:</b> Graduate Degree (may be currently pursuing)
<b>Description of Unit:</b> NYC Emergency Management Academy is the training unit of NYC Emergency Management. OEM Academy provides training for NYC Emergency Management staff, city agencies, and public and private sector partners. NYC Emergency Management Academy offers a suite of online and classroom based trainings as well as an Emergency Management Certificate Program.  NYC Emergency Management Academy is seeking an enthusiastic, detail oriented, and organized intern to support training activities.	
<b>Background on Project/Intern Responsibilities:</b> NYC Emergency Management Academy is seeking an enthusiastic, detail oriented, and organized intern to support the Emergency Management Certificate Program. The intern will also support other activities within the training unit such as training development and administration, learning management system data management, and communicate regularly with agency staff and external agencies within the Certificate Program. The intern will: <ul style="list-style-type: none"> <li>• Actively support and respond to inquiries, applications and questions regarding Emergency Management Certificate Program.</li> <li>• Communicate regularly with Certificate Program participants and prospective students.</li> <li>• Track the progress of program participants.</li> <li>• Support the program classes, table top exercise, and graduation.</li> <li>• Support other unit training activities which may include design training materials, support the development of new online trainings and other projects as needed.</li> </ul> <p>The intern will have the opportunity to participate in select trainings based on interest and availability.</p>	
<b>Requirements/Special Skills Needed:</b>  <b>NYC Emergency Management Academy is seeking an intern with the following skills:</b> <ul style="list-style-type: none"> <li>• Strong written and verbal communication skills</li> <li>• Highly computer literate and proficient with MS Office Applications</li> <li>• Ability to work well independently and in a group</li> <li>• High level of professionalism and customer service</li> <li>• Highly organized and strong attention to detail</li> </ul> <b>Preferred Experience:</b> <ul style="list-style-type: none"> <li>• Experience in program management</li> <li>• Experience in database management</li> <li>• Interest in training and exercise development</li> <li>• Interest in emergency management or related field</li> </ul> <p><b>The 2015 Summer Internship Program is June 8 – August 14, 2015.</b></p> <p>Please Note: This is an <i>unpaid Summer</i> semester internship. The intern is expected to work <b>10 - 15 hours per week</b>. Additionally, there is no reimbursement for travel or other expenses. All interns are required to pass a background check.</p> <p>For information on NYC Emergency Management go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>. To view additional internship opportunities, 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>	
<b>Interested Applicants:</b> <p style="text-align: center;"><b>E-mail resume and cover letter: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a></b></p> <p style="text-align: center;"><b>Only those candidates under consideration will be contacted</b></p>	