

## Logistics Planning Intern

<b>Division/Unit:</b> Logistics/Technology	<b>Supervisor:</b> Sandra Rothbard, Deputy Director Benjamin Strong, Logistics Coordinator
<b>Number of Interns:</b> 2, Project Based	<b>Preferred Education Background:</b> Graduate Student/Undergraduate Senior concentrating in one of the following: Emergency Management, Logistics, Political Science, Public Policy, and Urban Planning.
<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.  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: <ul style="list-style-type: none"> <li>• Providing support for the management the emergency fuel plan 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 the development of the Citywide Supply Chain Disruption Plan to ensure the flow of day to day commodities as well as emergency supplies and equipment.</li> <li>• Assistance with the development of a temporary camp protocol for sheltering emergency responders.</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>	
<b>Description of Project/Intern Responsibilities:</b> <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>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.</p>	
<b>Requirements/Special Skills Needed:</b> <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> </ul> <p>Please Note: This is an <i>unpaid summer</i> semester internship. The intern is expected to work <b>20 hours per week</b>. 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 NYC Emergency Management 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>	
<b>Interested Applicants:</b> <p style="text-align: center;">E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a>  <b>Only those candidates under consideration will be contacted.</b></p>	



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