

TRAINING & EXERCISES INTERN

Division/Unit: Training, Exercises, and Evaluation/ Training	Supervisor(s): Rebecca May
Number of Positions: 1	Preferred Education Level: Bachelors or Masters
Description of Unit: NYC Emergency Management Academy is the training unit of NYC Emergency Management. The Academy provides training for both agency staff and staff from other city agencies that partner with us during emergencies.	
Background on Project: Trainings offered by NYC Emergency Management Academy can be either online or in-person, and can cover local (city-specific), regional, or federal material. The Academy uses an online Learning Management System (LMS) to host user accounts, online trainings, and the registration for in-person trainings. Trainings must be tracked for federal, state, local, or organizational requirements. All staff at New York City Emergency Management are required to participate in the training program.	
Intern Responsibilities: The intern will work closely with NYC Emergency Management's online LMS database. Responsibilities include: <ul style="list-style-type: none"> • Pulling records • Editing incorrect information • Categorizing data • Running reports, and/or using data from database reports to review trends and make recommendations <p>The intern may have additional responsibilities with the Training, Exercises & Evaluation Division, such as reviewing drafts of new training, testing usability of online courses, and editing training materials.</p> <p>The intern will have access to pre-selected training opportunities.</p>	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Organized, detail oriented • Must be comfortable using technology • Previous experience with Excel is necessary • Experience with database use - searching and reporting - is preferred • Experience with donor software, HR software, course tracking software or basic data analysis is advantageous 	
The 2015 Summer Internship Program is June 8 – August 14, 2015. This is an <i>unpaid</i> Summer internship. All interns are required to pass a background check. For information on NYC Emergency Management go to www.nyc.gov/oem . To view additional internship opportunities, go to http://www.nyc.gov/html/oem/html/about/job.shtml	
Interested Applicants: E-mail resume and cover letter: jobs@oem.nyc.gov Only those candidates under consideration will be contacted	