

# Community Emergency Response Team (CERT) Program Intern

<b>Division/Unit:</b> External Affairs	<b>OEM Employee to Supervise Project:</b> Christian Quintanilla
<b>How many interns: 3</b>	<b>Education Level:</b> Undergraduate, Graduate
<b>Background on Project:</b>  <p>The Community Emergency Response Team (CERT) program trains citizens to prepare for and respond to emergencies in their local communities. Teams are comprised of neighborhood volunteers who undergo an intensive, 11-week training in disaster preparedness and basic disaster response, such as fire safety, light search and rescue, and medical operations.</p> <p>CERT teams are a valuable resource in their communities. After training, they are empowered to educate their neighbors on the importance of disaster preparedness. CERT teams also play a vital role during community emergencies. Following a catastrophic disaster, impassable roads and lost communication may cut some neighborhoods off from the rest of the city. CERT teams are self-deploying response groups that can begin initial response to save lives and protect property within their communities.</p> <p>56 teams have completed training or are in the process of completing training throughout. CERT program partners are FDNY, NYPD, the American Red Cross in Greater New York, and Citizens for NYC.</p>	
<b>Description of Project/ Intern Responsibilities:</b>  <p>The CERT Intern works with CERT and staff on all aspects of CERT maintenance and growth.</p> <ul style="list-style-type: none"> <li>• Developing strategies for logistics and post training</li> <li>• Logistical planning for training and refresher exercises</li> <li>• Assisting with credentialing volunteers, including data entry</li> </ul>	
<b>Requirements/special skills needed:</b> <ul style="list-style-type: none"> <li>• Proficiency using Microsoft Office Programs; Word, Excel, Power Point and Outlook. Knowledge of Access is a plus.</li> <li>• Ability to prioritize and handle multiple tasks</li> <li>• Excellent organizational and communication skills</li> <li>• Interest in emergency preparedness and community relations</li> <li>• Ability to work well independently</li> <li>• Excellent grammar, editing, and proofreading skills</li> <li>• Interest in program design and management</li> <li>• Ability to work effectively with various constituents</li> <li>• Good diplomatic skills</li> <li>• Flexibility</li> <li>• Experience working on emergency management and animal issues</li> <li>• 5-20 hours a week for at least one semester</li> </ul>	