

Ready New York Program Intern

Division/Unit: External Affairs	OEM Employee to Supervise Project: Amber Greene
How many interns: 1	Education Level: Undergraduate
Background on Project: The New York City Office of Emergency Management's Ready New York campaign – a wide-scale, multi-faceted public education preparedness program – is seeking an intern to assist ongoing community outreach programs, direct mailings and program coordination. The selected candidate should have an interest in event planning, public relations/communications, and working with the New York City community.	
Description of Project/ Intern Responsibilities: <ul style="list-style-type: none">• Write and edit correspondence• Assist Ready New York Outreach Coordinator with scheduling and logistics of preparedness events in the field as well as community outreach and new guide releases• Support preparedness presentations at community events and fairs• Assist with 311 guide fulfillment and city-wide mailings• Maintain Ready New York Speakers' Bureau database• Create Ready New York displays to promote awareness of the program• Attend and assist with Ready New York board meetings• Maintain survey database• Other duties include support of External Affairs programs and other special projects as assigned, etc.	
Requirements/special skills needed: <ul style="list-style-type: none">• Be available for at least 10 hours each week• Excellent written/verbal skills• Ability to multi-task• Creative, hardworking and excellent interpersonal skills• Knowledge of Microsoft Office• Graphic and bilingual language skills a plus	