

Planning & Preparedness Intern

Division/Unit: Planning & Preparedness	OEM Employee to Supervise Project: Deputy Commissioner Kelly McKinney
How many interns: 1	MINIMUM QUALIFICATIONS: Two years undergraduate education from an accredited college
Background on Project: <p>The Planning & Preparedness Division of The Office of Emergency Management consists of five units – Health and Medical, Logistics, Plan Management, Human Services and Transportation & Infrastructure. Each of these units collaborates with City Agencies on plans that address the needs of the city.</p> <p>The intern will be asked to work on a number of these important citywide response plans.</p>	
Description of Project/ Intern Responsibilities: <p>Reporting directly to the Deputy Commissioner of Planning and Preparedness Division, the Intern will work as part of the Planning and Preparedness team. Under close direction, the Intern would be responsible to support Emergency Preparedness Specialists in the development of citywide emergency preparedness guides including all activities associated with the writing and periodic revision of emergency plans, detailed as follows:</p> <ul style="list-style-type: none"> • Coordinate interagency planning activities, such as meetings and creation and manage working groups/task forces • Collect relevant reference materials, distribute drafts for comment to stakeholders, incorporate comments, and distribute the final plan • Support coordination of emergency planning efforts among and between City agencies • Staff the Emergency Operations Center during its activation 	
Requirements/special skills needed: <ul style="list-style-type: none"> • Outstanding verbal and written communication skills. Proficiency in MS Office suite is required. • Creativity and familiarity with desktop publishing, and/or web production tools is preferred. • Ability to manage multiple projects including setting project timelines, monitoring output and production of final deliverables. • Enthusiasm and a strong work ethic is required, along with the willingness to think and work outside the box 	