

Logistics Intern

Division/Unit: Logistics	Supervisor: Benjamin Strong, Logistics Coordinator Sandra Rothbard, Logistics Coordinator
Number of Interns Needed: 2	Preferred Education Level: Graduate Student – Logistics, Communications, Emergency Management, and/or Policy-Related Background
Background on Project: The NYC OEM Logistics Unit leads the disaster logistics planning, preparedness, and response efforts for NYC OEM. In coordination with City, State, and Federal agencies, the OEM Logistics Unit is currently spearheading a series of all-hazards logistics projects focused on the following: <ul style="list-style-type: none"> • Development of time-phased plans to establish, maintain, manage, and demobilize Base Camp facilities and services that provide lodging, feeding, sanitation, storage, and other support of emergency responders and other response personnel assigned to response and recovery operations • Resource Tracking – Common resource inventory and tracking standards to support multi-jurisdictional resource tracking, enabling a common operating picture during small and large-scale activations and events. NYCTracker GPS and Inventory Management system for daily and emergency physical resource tracking • Management of planning initiatives for the Emergency Fuel Operations program designed to provide first responders and emergency vehicles access to fuel necessary to maintain operations during all-hazards incidents • Management of the Generator and Dewatering Task Force program designed coordinate dewatering and temporary power missions and to report progress on New York City's dewatering and generator operations • Educating and informing all partner agencies and jurisdictions with the most recent trends and capabilities in transportation, warehousing, procurement, technology, and logistics program design. This is intended to benefit the city and region in all planning, coordination, and development endeavors, and will give each jurisdiction a common knowledge base. 	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none"> • Research, development, and analytical support for the Base Camp Plan. • General assistance with the NYCTracker Program. • Assist with the development of site plans for Emergency Fuel Operations. • Assist with emergency generator and dewatering research and program development. • Assist with maintenance and growth of the Citywide Asset and Logistics Management System (CALMS). • Assist with organizing regional meetings and conference calls for smooth functioning and progression of the Citywide Logistics Committee. • Provide assistance with other special projects as needed. 	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Excellent oral communications and written skills. • Strong attention to detail and organization. • Good quantitative and data analysis skills. • Good working knowledge of Microsoft Excel and PowerPoint. • Interest in working with various levels of agency representatives. • Interest in logistics, communications, and interoperability issues. • Interns may be asked to participate in off-site agency meetings and make visits to the OEM Warehouse, emergency fuel sites, and prospective base camp locations. 	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov . For information on NYC OEM, go to www.nyc.gov/oem . To view additional OEM internships, go to http://www.nyc.gov/html/oem/html/about/job.shtml	
<p>Only those candidates under consideration will be contacted.</p>	

Please Note: This is an unpaid spring internship. You must be able to work 15-20 hours a week for one semester. All interns are required to pass a background check.