

# Public/Private Initiatives (Business Continuity) Intern

<b>Division/Unit:</b> External Affairs/Public-Private Initiatives	<b>OEM Supervisor:</b> Ira Tannenbaum
<b>Project-based or Ongoing:</b> Ongoing	<b>Education Level:</b> Undergraduate or Graduate
<b>Number of Interns:</b> 1	<b>Length of Commitment:</b> Semester

**Background:**

NYC OEM seeks an intern to assist the Public/Private Initiatives Unit with the management of relationships with the City's private sector partners, including the development and execution of a Public/Private Partnerships symposium. The intern will also have the opportunity to work on additional projects with the Public/Private Initiatives Unit as they come up.

**About Public/Private Initiatives:**

The mission of the Public/Private Initiatives Unit is to support the resiliency of New York City's private sector through information sharing and partnership building. OEM partners with large umbrella organizations that allow the agency to reach many individual companies through one point of contact. During emergencies, these partners support the City's response activities in the Emergency Operations Center.

**Description of Project/ Intern Responsibilities:**

The intern will work with members of the Public/Private Initiatives Unit on projects including:

- Liaising with private sector partners
  - Assist in the 2012 Partner in Preparedness efforts
  - Support staff in relationship management of Private Sector partners

**Requirements/Special Skills Needed:**

- Strong writing and verbal communication skills
- Comfort working with MS Word and Excel
- Ability to work well independently
- Strong level of professionalism
- Strong attention to detail and organization
- 10-20 hours a week (minimum of three appearances per week)

**Additional Information:**

This is an unpaid internship for the fall 2012 semester. All final candidates are required to pass a background check.

For more information on NYC OEM, please visit [www.nyc.gov/oem](http://www.nyc.gov/oem).

**Only those applicants under consideration will be contacted.**

**To Apply:**

E-mail resume, cover letter plus writing sample to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

Mail to: HR Coordinator  
 NYC Office of Emergency Management  
 165 Cadman Plaza East  
 Brooklyn, NY 11201