

# VOAD Unsolicited Donations Management Plan

<b>Division/Unit:</b> Planning and Preparedness / Human Services	<b>OEM Employee to Supervise Project:</b> Fernando Miranda
<b>How many interns:</b> 1	<b>Education Level:</b> Junior/Senior in college; Graduate student
<b>Background on Project:</b> To work with the NYCVOAD Unsolicited Donations Management Sub-Committee in efforts to create a working plan that will keep unnecessary items from clogging the system i.e. roadways, site of the disaster, etc and to provide victims and emergency workers with the support by efficient and effective channeling of offers from the public.	
<b>Description of Project/ Intern Responsibilities:</b> The VOAD Unsolicited Donations Management Intern will work with me directly to: <ul style="list-style-type: none"> <li>• Assist in the research to identify best state plans and best practices.</li> <li>• Identity key integration points with the city-wide and state logistics distribution plan.</li> <li>• Aid in other planning and support roles to help develop the management plan.</li> <li>• Write operational plans that support managing donations and goods post disaster.</li> </ul>	
<b>Requirements/special skills needed:</b> <ul style="list-style-type: none"> <li>• Strong Research Skill</li> <li>• Strong Writing Skills</li> <li>• Logistical Planning as part of a core curriculum of graduate school course requirements, or actual work experience in this area.</li> <li>• Attention to detail</li> <li>• Task Oriented</li> <li>• Work word processing skills</li> </ul>	

To apply please send your résumé and cover letter to [internships@oem.nyc.gov](mailto:internships@oem.nyc.gov) by February 16,2007. Be sure to put the internship title in the subject line of the e-mail.