# Health and Medical Intern

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<thead>
<tr>
<th>Division/Unit:</th>
<th>Health and Medical</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Mordy Goldfeder, Director, Health and Medical Unit</td>
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<td>Number of Interns Needed:</td>
<td>1</td>
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<td>Preferred Education Level:</td>
<td>Undergraduate/Graduate</td>
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## Background on Project:
NYCEM seeks an intern to assist the Health and Medical Unit with the management and organization of the Chempack Program. The Health and Medical Unit is responsible for Chempack Program in NYC. The goal of the Chempack Program is to allow “forward” placement of chemical/nerve agent antidotes to provide a sustainable resource and improve New York City’s ability to respond quickly to a chemical incident.

## About Health and Medical:
Health and Medical is one of the four units with the Planning and Preparedness Division at NYCEM, which supports the overall agency mission by coordinating with other agencies to plan the City's response to emergency incidents. The mission of the Health and Medical Unit is to support the resiliency of New York City's medical infrastructure through emergency event response planning, information sharing, and partnership building. NYCEM works closely with NYC Department of Health and FDNY-EMS, in addition to several other City and State agencies, and local non-profit organizations. During emergencies, these partners support the City’s response activities in the Emergency Operations Center.

## Description of Project/Intern Responsibilities:
The Chempack intern will work closely with the Health and Medical Unit to support Chempack Sustainment and maintenance of the Chempack program within NYC.

### Health and Medical Chempack intern tasks and responsibilities include:
1. Coordinate Chempack Sustainment with external partners and internal staff
2. Revise and maintain the Chempack contact directory and associated materials
3. Revise the Chempack training for external partners and internal staff
4. Coordinate Chempack training with external stakeholders and internal staff
5. Work on additional projects to support the Health and Medical Unit

## Requirements/Special Skills Needed:
- Strong attention to detail and organization
- Strong writing and verbal communication skills
- Ability to work well independently
- Strong level of professionalism
- Good working knowledge of Microsoft Word and Excel
- Interns will be asked to participate in periodic meetings or trainings offsite; usually public transit, but may occasionally travel via OEM vehicle with OEM driver.

## Interested Applicants:
E-mail resume and cover letter to: jobs@oem.nyc.gov.

Only those candidates under consideration will be contacted.

Please Note: This is an unpaid spring internship. You must be able to work 15-20 hours a week for one semester.