

# 2016 Fall Intern

<b>Division/Unit:</b> Planning & Preparedness/COOP	<b>Supervisor:</b> Marzuillo/Thomas
<b>Number of Interns Needed:</b> One	<b>Preferred Education Level:</b> Undergraduate Degree
<b>Background on Project:</b>  The NYCEM Continuity of Operations Planning (COOP) Team is currently working with 43 NYC agencies to maintain their COOP plans. The Team has started phase II of a project to streamline and reduce the number of plans. We are also planning the 2016 COOP Conference which will be held in November.	
<b>Description of Project/Intern Responsibilities:</b>  <ul style="list-style-type: none"> <li>• Assist the COOP Team with tracking agency progress for maintaining their COOP plans.</li> <li>• Assist the COOP Team with tracking agency progress for tabletop exercises.</li> <li>• Update the COOP Planning Guide.</li> <li>• Assist with tasks to facilitate the COOP Conference.</li> </ul>	
<b>Requirements/Special Skills Needed:</b>  Excellent verbal/written communication skills; interests should include Continuity Planning; Knowledge of MS Office suite.	
<b>Intern Safety:</b> Will the intern be required to leave NYCEM's main building during his/her internship?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If "yes", please provide details (how often will they be required to leave the building, what will be the nature of the work performed, what mode of transportation will be used, etc):	
If "yes", intern will be required to sign an acknowledgement after the interview stating that they are aware of their responsibilities both at NYCEM and in the field.	
<b>Interested Applicants:</b> E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a> Mail to: HR Coordinator NYC Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	