

## Emergency Operations Center (EOC) Health and Medical Intern

<b>Division/Unit:</b> Planning & Preparedness Health and Medical	<b>Supervisor:</b> Fayola Creft, Health and Medical Unit
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Undergraduate/Graduate School Student
<b>Background on Project:</b> New York City Emergency Management seeks an intern to assist the Health and Medical Unit with the document revision and development of the Emergency Support Function (ESF) #8 – Public Health and Medical Services Shelf-Kit Toolkit. The main focus will be to update and develop tools and documents to support ESF-8 coordinators during activations in the Emergency Operations Center (EOC). Additionally, the intern will assist in several projects that support NYCEM’s capacity to coordinate response to large emergencies and learn from responses of prior incidents.	
<b>About Health and Medical:</b> 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.	
<b>Description of Project/Intern Responsibilities:</b> The EOC- Health and Medical Intern will use Health and Medical ESF-8 existing plans, protocols and tools to create an updated ESF-8 toolkit referred to as the ShelfKit for use during emergency activations. The intern will work with members of the Health and Medical Unit on a complete revision of the Health and Medical Shelf Kit. This will include synthesizing all relevant plans into clear lists of objectives for agency representatives, health and medical coordinators for emergency operations, and coordinators from other operations. Additionally, the intern will be expected to work on other projects to support the Health and Medical Unit.	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"> <li>• Excellent project management skills</li> <li>• Excellent writing and interpersonal communications skills</li> <li>• Excellent critical thinking and analytical skills</li> <li>• Ability to work well individually and in group settings</li> <li>• Interest in emergency management and public service</li> <li>• Basic understanding of municipal government Strong attention to detail and organization</li> <li>• Proficient in MS Word, Excel and Outlook</li> <li>• Able to work well independently</li> <li>• Strong level of professionalism</li> </ul> This is an <u>unpaid</u> internship and the intern will be expected to work 10-20 hours per week for at least one semester.	
<b>Intern Safety:</b> Will the intern be required to leave NYCEM’s main building during his/her internship? Yes X No <input type="checkbox"/> <p style="margin-top: 10px;">The intern will be required to leave NYCEM’s main building during his/her internship for periodic meetings via public transit or NYCEM vehicle with NYCEM driver.</p>	

Periodic meetings or trainings offsite; usually public transit, but may occasionally travel via NYCEM vehicle with NYCEM driver.

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.

**Interested Applicants:**

E-mail resume and cover letter to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

Mail to: HR Coordinator

NYC Office of Emergency Management

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