

# External Affairs Internship

<b>Division/Unit:</b> External Affairs	<b>Supervisor:</b> Kevin Leung
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> In process of obtaining Bachelors (Undergraduate)
<b>Background on Project:</b> The Intern will be focusing on outreach to immigrant communities. He/She will assist the Cross-Cultural Ready New York Outreach Coordinator on outreach to different community groups and support the logistics coordinator by assisting in administrative duties.	
<b>Description of Project/Intern Responsibilities:</b> <ul style="list-style-type: none"> <li>- Build and maintain relationships with different immigrant communities in NYC.</li> <li>- Schedule emergency preparedness presentations and fairs for immigrant communities and people with limited English proficiency.</li> <li>- Support the We Are New York Outreach to ESOL classrooms.</li> <li>- Provide support in updating and maintaining the Ready New York Database.</li> <li>- Conduct emergency preparedness presentations to communities in all 5 boroughs.</li> <li>- Help support Logistics Coordinator by creating shipping labels, tracking shipments of materials sent to different partners and maintaining database of distributed materials.</li> <li>- Attend community meetings and events.</li> </ul>	
<b>Requirements/Special Skills Needed</b> <ul style="list-style-type: none"> <li>- Excellent written and oral communication skills</li> <li>- Proficiency using Excel / Word</li> <li>- Strong Organizational Skills</li> <li>- Ability to connect with people from all different backgrounds and cultures</li> <li>- Fluency in Spanish strongly preferred</li> <li>- Interest in community outreach</li> </ul>	
<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"/>  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):  He/She will be traveling for presentations via public transportation or being driven by one of NYCEM's employees.  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	