

## NYC Emergency Management – Health & Medical Intern

<b>Division/Unit:</b> Planning & Preparedness	<b>Supervisor:</b> Johanna Miele
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Graduate School Student
<b>Background on Project:</b> NYCEM seeks an intern to assist the Health and Medical Unit with the planning process and development of public health and medical incident response plans. The intern will assist with the Health and Medical Unit to develop and write CBRNE plans, specifically working on Biological Incident Planning. The intern will also have the opportunity to work on additional projects with the Health and Medical Unit as assigned.	
<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 planning, information sharing and partnership building. Health and Medical works closely with health departments, healthcare facilities, emergency medical services and, 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.	
<b>Description of Project/Intern Responsibilities:</b> The intern will work with members of the Health and Medical Unit on citywide CBRNE planning, specifically biological incident planning. This will include supporting the Health and Medical Unit with writing and organizing sections of the Citywide Biological Incident Plan, Biowatch Response Plan and other CBRNE plans as needed. In addition, the intern will be responsible for assisting the Health and Medical Unit with public health surveillance reporting and drafting protocols with Watch Command as needed.	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"> <li>• Strong attention to detail and organization</li> <li>• Strong writing and verbal communication skills</li> <li>• Comfortable working with MS Word and Excel</li> <li>• Ability to work well independently</li> <li>• Strong level of professionalism</li> <li>• Background, experience or interest in public health and medical services</li> <li>• Interest in CBRNE and Health and Medical Planning</li> <li>• 15-20 hours a week for at least one semester</li> <li>• Background check required</li> </ul>	
<b>Intern Safety:</b> Will the intern be required to leave NYCEM's main building during his/her internship?    Yes  Periodic meetings or trainings offsite; usually public transit, but may occasionally travel via NYCEM vehicle with NYCEM driver.	

**Interested Applicants:**

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

Mail to: Human Resources  
NYC Emergency Management  
165 Cadman Plaza East  
Brooklyn, NY 11201

For information on NYCEM go to [www.nyc.gov/oem](http://www.nyc.gov/oem). To view additional NYCEM internships, go to <http://www.nyc.gov/html/oem/html/about/job.shtml>

**Only those applicants under consideration will be contacted.**