

NYC Emergency Management – Human Services

Division/Unit: Human Services	Supervisor: Eli Fresquez
Number of Interns Needed: 2	Preferred Education Level: Undergraduate/Graduate Degree (Could be pursuing)
Description of Projects/Intern Responsibilities: <p>General planning support: The Human Services Unit develops and maintains all Human Services related plans as well as other planning materials. The intern will:</p> <ul style="list-style-type: none"> • Actively participate in planning sessions and meetings • Draft emergency procedures with graphics and flowcharts • Track the completion of action items following meetings • Provide administrative and planning support during emergency operations <p>Access and Functional Needs Partnership Development: The Human Services Unit works with the disability community to ensure they are prepared should a disaster strike. The intern will:</p> <ul style="list-style-type: none"> • Facilitate inter-agency and organization communications • Assist in the execution of disaster plans as needed • Assist with the analysis of potential nonprofit partners' capabilities, services and interests • Update contact information for NYCEM's Advanced Warning System • Help develop and assist NYCEM's Access and Functional Needs Working Group and Sandy Recovery Special Needs Task Force. <p>Project Management: The Human Services Unit continually works on several projects simultaneously to build and maintain our capacity to implement our plans. The intern will:</p> <ul style="list-style-type: none"> • Plan project strategy • Guide and track production of deliverables • Oversee project components and completion of project • Assist and support other team members as needed. • Interns may also volunteer for or suggest additional Human Services projects. 	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Strong written and verbal communication skills • Ability to work with a variety of personality types • Highly computer literate and proficient with MS Office Applications • Ability to work well independently and in a group • High level of professionalism and organizational skills <p>Preference will be given to candidates with prior experience working with people with disabilities and others with access and functional needs, as well as demonstrated leadership abilities.</p>	
Intern Safety: Will the intern be required to leave NYCEM's main building during his/her internship? No	

Interested Applicants:

E-mail resume and cover letter to: 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. 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.