

Human Services Planning Intern

Division/Unit: Human Services, Planning and Preparedness	Supervisor: Jay Brandt
Number of Interns Needed: Variable	Education Level: Undergraduate/Graduate Degree (Could be pursuing)
<p>Background:</p> <p>NYCEM's Human Services Unit coordinates disaster response planning, training and preparation of NYC public agencies and nonprofit organizations to meet the needs of disaster-impacted New Yorkers. Human Services plans address emergency mass care services including mass feeding, sheltering (for both people and pets), donations and volunteer management, support for those with disabilities and others with access and functional needs, and housing recovery.</p> <p>NYCEM's Human Services Unit is seeking interns to assist in planning and with the active and ongoing efforts to help New Yorkers affected by disasters. The intern will support all Human Services activities related to planning, preparedness, and recovery.</p> <p>Activities could include procedural documentation, supplementing emergency plans, and project management. The intern will gain a firm understanding of planning for disasters, plan activation, support, and development, and facilitating partnerships with other organizations.</p>	
<p>Description of Projects/Intern Responsibilities:</p> <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>Partnership Development: The Human Services Unit works with Non-Profit and Government agencies 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 other agency profiles for unit <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"> • Help Human Services manage projects • Take initiative to help improve efficiency and organization of unit • Oversee project components and completion of project <p>The intern will assist and support other team members as needed. The intern may also volunteer for or suggest additional Human Services projects.</p>	
<p>Requirements/Special Skills Needed:</p> <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 • 20 hours minimum per week for the duration of the internship 	

This is an unpaid internship. Additionally, there is no reimbursement for travel or other expenses.
All final candidates are required to pass a background check.
For additional information on NYCEM, please go to www.nyc.gov/oem.

Intern Safety:

Will the intern be required to leave NYCEM's main building during his/her internship? Yes No

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.

Interested Applicants:

E-mail resume and cover letter to: jobs@oem.nyc.gov

Mail to: HR Coordinator
NYC Office of Emergency Management
165 Cadman Plaza East
Brooklyn, NY 11201

Only those applicants under consideration will be contacted.