

Legal Affairs and Disability Law Internship

Division/Unit: Legal Unit	NYCEM Staff Points of Contact: Sonja Orgias and James Foster
Number of Positions: 1	Education Level: The internship requires a law school student at the 2L or 3L level
Background on Project: NYC Emergency Management (NYCEM) plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information. The NYCEM Legal Unit supports the agency mission by: drafting contracts and memoranda of understanding; developing internal and external policies to support planning initiatives; spotting and analyzing legal issues; developing emergency coordination and response strategies; and providing general legal counsel to executives and staff. The newly formed Disabilities and Access and Functional Needs (DAFN) Unit is tasked with implementing the deliverables laid forth in seven (7) Memorandums of Understanding that form a larger Settlement Agreement reached between the City of New York and the Brooklyn Center for the Independence of the Disabled (BCID). The DAFN Unit works broadly to address access and functional needs issues before, during and after emergencies in such areas as: accessible sheltering, transportation, communications, training and canvassing, among others.	
Description of Project/ Intern Responsibilities: NYCEM seeks an intern to assist the Legal and DAFN Units. The intern's responsibilities will include the following: <ol style="list-style-type: none"> (1) Legal research; (2) Drafting legal memoranda; (3) Assisting in the development of policies and strategies to address issues related to people with disabilities and others with access and functional needs in Citywide emergency plans. (4) Review Citywide emergency plans, redact where appropriate and finalize redacted documents in anticipation of Freedom of Information Law ("FOIL") requests in an agency Citywide Plans Database. At the project's completion, the intern will present to the Legal Unit a memorandum enumerating any and all document redactions and their justifications. <p>This internship will also provide the candidate with the opportunity to work on NYCEM internal and external policy, legislative affairs, training development and litigation support. In addition, the intern will support the Legal Unit and DAFN Unit in day-to-day activities such as legal research, responding to correspondence, legal issue spotting, compliance and special projects. Interns will be expected to attend meetings with Legal Unit staff and interface with other NYCEM units and divisions including but not limited to the Human Services and External Affairs Units.</p> <p>Required Skills Needed: Knowledge of contract law.</p> <p>Recommended and/or Preferred Skills: Knowledge of the Americans with Disabilities Act, the Rehabilitation Act and related State and local civil rights laws and regulations pertaining to people with disabilities and knowledge of concerns of others who have access and functional needs, such as the elderly, children and non-English speakers.* Knowledge of New York Freedom of Information Law (Public Officers Law §87 et. seq.) and Administrative Law is preferred. Work or clinical experience in litigation. *Strong preference is given to applicants with a demonstrated interest in human rights/civil rights issues and a commitment to public interest work.</p>	

The intern will be required to sign a confidentiality agreement with regard to all records reviewed and created during the internship. Per this agreement, the intern will not be permitted to maintain copies of any writing created during and/or relating to the project unless approved by the Legal Affairs unit. As part of this internship, the legal intern is encouraged to produce a writing sample as part of their professional development.

This is an **unpaid fall** internship which runs from September through December 2016. If selected for interview, please indicate whether externship credit will be sought and provide necessary supporting documentation.

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>

Interested Applicants:

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

Only those applicants under consideration will be contacted.