

NYC Emergency Management – Logistics Planning Internship

Division/Unit: Technology and Strategic Resources/Supply Chain Logistics	Supervisor: Sandra Rothbard, Director, Supply Chain Logistics Benjamin Strong, Ground Support Program Manager
Number of Interns Needed: 1, Project Based	Preferred Education Level: Graduate Student/Undergraduate Senior
Description of Unit: 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. To accomplish this mission, the agency maintains a disciplined unit of emergency management personnel, including responders, planners, watch commanders, and administrative and support staff. Interns play an important role in supporting NYCEM staff by assisting in an array of complex and challenging tasks associated with the development and management of emergency plans. Logistics is at the forefront of developing strategic plans and programs aimed at supporting the operations of emergency responders in the field and managing critical assets used during emergency response.	
Background on Project: <ul style="list-style-type: none"> • Assist with the development of the City’s enhanced credential verification and access coordination program. • Assist with the development of activation reference guides for Humanitarian and Supply Chain Logistics Unit programs. • Support efforts related to the U.S. Department of Homeland Security’s New York State Fuel Regional Resiliency Assessment Program (RRAP) and the New York City Supply Chain RRAP. • General support of the Logistics Center program and other programs within the Supply Chain Logistics Unit. • Other tasks related to logistics as assigned. <p>The NYC Emergency Management Logistics Planning Intern will have the opportunity to play a contributing role in the development of operation plans designed for small and large-scale emergencies, and to work in one of the country’s most advanced emergency management offices.</p>	
Intern Responsibilities: <ul style="list-style-type: none"> • Web-based research • Development of briefings and notes • Development of detailed flow charts and maps • Assistance with site assessments • Assistance with coordinating and organizing citywide agency and partner meetings • Support for other special projects as needed 	

Intern Safety:

Will the intern be required to leave NYCEM's main building during his/her internship? Yes

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):

Occasional off-site meetings with other governmental partners in the NYC region.

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.

Requirements/Special Skills Needed:

- Excellent oral communications and written skills
- Strong attention to detail and organization
- Good quantitative and data analysis skills
- Good working knowledge of Microsoft Excel and PowerPoint
- Interest in working with various levels of agency representatives
- Interest in logistics, communications, and interoperability issues

This is an **unpaid** internship.

For information on NYCEM go to www.nyc.gov/oem.

Interested Applicants:

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

Mail to: HR Coordinator

NYC Emergency Management
165 Cadman Plaza East
Brooklyn, NY 11201