

NYC Emergency Management – Plan Management Unit Intern

Division/Unit: Planning & Preparedness / Plan Management	Supervisor: Hilary Frost / Eliot Calhoun
Number of Interns Needed: 1	Preferred Education Level: Graduate / Undergraduate welcome to apply
Background on Project: NYCEM seeks an intern within the Planning and Preparedness Division to support the Plan Management Unit's responsibilities. The Plan Management intern will gain exposure to all-hazards planning initiatives and will be responsible for summarizing large amounts of information into concise briefing materials for a wide array of audiences. The Plan Management intern will also support plan lifecycle projects through plan reviews, maintenance, and organization.	
About Planning and Preparedness: The Planning and Preparedness Division develops, exercises, and coordinates all of New York City's emergency plans, and liaises with state, federal, nonprofit and other entities to ensure cooperation and coordination with regard to the tasks and responsibilities outlined in the City's emergency plans.	
Description of Project/Intern Responsibilities: The Plan Management intern will work on the following projects: <ul style="list-style-type: none">• Assist and support the development of numerous planning documents across a broad spectrum of hazards• Develop and write summary briefs for various audiences• Create and maintain standardized planning formats to support plan implementation• Support the agency's transition to the new internal network and organize/track individual Unit online documents• Additional responsibilities as required	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Interest or experience in emergency preparedness• Strong writing and verbal communication skills• Ability to work well individually and in group settings• Strong level of professionalism• Strong attention to detail and organization• 10-20 hours a week preferred <p>This is an <u>unpaid</u> internship.</p> <p>Background check is required for all interns.</p>	

Intern Safety:

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

Interns may be invited to off-site meetings which would require that they either take public transportation or ride with other NYCEM employees in a NYCEM vehicle.

NYCEM vehicle with NYCEM driver.

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.