

Public/Private Initiatives Intern

Division/Unit: External Affairs Division Public/Private Initiatives Unit	Supervisors: Ira Tannenbaum/Kathryn Howard
Number of Interns Needed: 1	Preferred Education Level: Undergraduate or Graduate
Background on Project: NYC Emergency Management plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information. The Public/Private Initiatives Unit supports the agency by engaging the private and nonprofit sector in the City's emergency response plans, and coordinating the exchange of information between the City and the private sector before, during, and after an emergency. The unit also encourages private and nonprofit sector preparedness through a number of programs, guides, events, and other resources. These outreach programs, events, and activities generate a large amount of data and statistics. We are looking to visually show the effectiveness and growth of our programs and are looking for an intern to develop creative visual depictions of our data to be used internally and externally to promote the programs.	
Description of Project/Intern Responsibilities: The intern will work closely with the Public/Private Initiatives Unit and may work with other units at NYC EM, as well as other City agencies, private sector organizations, and non-governmental agencies. Responsibilities include: <u>Main Project</u> <ul style="list-style-type: none"> • Create visual representations of data and statistics to explain and promote the Unit's programs both internally and externally. Examples include infographics, eye-catching diagrams, icons, etc. <u>Other Potential Activities</u> <ul style="list-style-type: none"> • Assist in engagement efforts with new organizations, partnerships, networks and industries • Participate in Ready New York outreach events with NYC EM staff • Assist in National Preparedness Month preparations • Participate in other educational and experiential opportunities as available 	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Proficiency with Photoshop, Illustrator, and InDesign; other design tools a plus • Proficiency with Microsoft Office applications • Ability to work well independently • Strong attention to detail and organization • Strong project management and time management skills <p>This is an unpaid 2016 summer internship. The intern is expected to work approximately 20 hours per week. All interns are required to pass a background check.</p> <p>For information on NYC EM, go to www.nyc.gov/emergencymanagement To view additional NYC EM internships, go to http://www1.nyc.gov/site/em/about/internships.page</p>	
Intern Safety: The intern may be required to leave NYC EM's main building during his/her internship. The unit often attends meetings, hosts events, gives presentations, and engages with partners outside of the office. The intern will have the opportunity to participate in these activities. A combination of agency vehicles and public transportation will be used.	
Interested Applicants: E-mail resume and cover letter <u>plus</u> 1-2 examples of graphic design work to: jobs@oem.nyc.gov	

